

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

DVLA

Swansea

SA99 1BT

Dear Sir/Madam,

Subject: Personal Information Update

I am writing to request an update to my personal information held by the DVLA.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Driving Licence Number: [Your Driving Licence Number]

I would like to update the following information:

- [Specify the information to be updated, e.g., address, name change, etc.]

Please find enclosed any necessary documents to verify my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending by post)]

[Your Printed Name]