

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

Driver and Vehicle Licensing Agency
Swansea
SA99 1AD

Dear Sir/Madam,

Subject: Application for Reissuing Driving License

I am writing to request the reissue of my driving license, which was lost/damaged/stolen on [insert date].

My details are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Previous License Number: [Your Previous License Number]

Address at time of licensing: [Your Previous Address]

I have enclosed the following documents to support my request:

- Copy of my identification (e.g., passport, utility bill)
- Completed driving license application form D1
- Payment for the applicable fee

Please let me know if you require any further information to process my application. I look forward to your prompt response.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]