

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

Driver and Vehicle Licensing Agency
Swansea
SA99 1BN

Dear Sir/Madam,

Subject: Statement of Facts - [Your Reference Number]

I am writing to provide a statement of facts in relation to [briefly describe the issue, e.g., "the recent correspondence concerning my driving license"].

1. ****Details of Incident:****

- Date of Incident: [insert date]
- Location: [insert location]
- Description: [briefly outline what happened]

2. ****Involvement:****

- My role: [explain your involvement, e.g., "I was the driver," or "I was a passenger."]
- Other parties involved: [list names and contact information, if applicable]

3. ****Supporting Evidence:****

- [List any documents attached, e.g., "I have included a copy of the police report," "witness statements," etc.]

4. ****Resolution Sought:****

- [Briefly outline what you would like to happen next, e.g., "I request a review of my driving record," or "Please update your records accordingly."]

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Yours faithfully,

[Your Signature (if sending a hard copy)]
[Your Printed Name]