

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

National Transport and Safety Authority  
[NTSA Address]  
[City, State, Zip Code]

Subject: Application for Driving Permit

Dear Sir/Madam,

I am writing to formally apply for a driving permit. Below are my details for your consideration:

1. Full Name: [Your Full Name]
2. ID/Passport Number: [Your ID/Passport Number]
3. Date of Birth: [Your Date of Birth]
4. Contact Information: [Your Phone Number & Email Address]
5. Type of Permit Applied For: [Specify Class e.g., Class B, Class C, etc.]

I have completed the necessary training at [Name of Driving School] and possess the requisite documents as per the NTSA requirements. These documents include:

- Copy of my National ID/Passport
- Medical Examination Report
- Certificate from Driving School
- Payment Receipt

I kindly request that you process my application and inform me of any additional requirements necessary for the issuance of my permit.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]