

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for PVC Card Issuance

I am writing to formally request the issuance of a PVC card for [Name of Applicant] for the purpose of [specific purpose, e.g., identification, access, etc.].

Details of the applicant are as follows:

- Full Name: [Applicant's Full Name]
- Employee/Student ID: [ID Number]
- Department/Program: [Department/Program Name]
- Contact Information: [Phone Number, Email]

The required documentation has been provided alongside this letter.

Please let me know if you require any additional information or further verification.

I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

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