

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

To

The Director

Road and Transport Authority (RTA)

[Authority Address]

[City, State, ZIP Code]

Subject: Application for Driving License

Dear [Director's Name],

I am writing to formally request the issuance of a driving license. I have completed all the necessary requirements and examinations as mandated by the Road and Transport Authority.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Document Number: [Your ID/Passport Number]
- Application Reference Number: [If applicable]

I have attached the relevant documents, including my learner's permit, proof of residence, and medical certificate for your review.

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]