

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department of TLC or Relevant Agency]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Addressing TLC License Issues

I hope this letter finds you well. I am writing to bring to your attention some issues regarding my Taxi and Limousine Commission (TLC) license [License Number] that require clarification and assistance.

[Briefly describe the specific issues you are experiencing with your TLC license, including any relevant details such as dates, previous communications, and the impact of these issues on your operations.]

I kindly request your assistance in resolving these matters as soon as possible. It is essential for me to ensure that my operations comply with all TLC regulations and standards.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your TLC License Number]