

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

[Recipient's Name]
[Title]

[Department of Transportation or Appropriate Licensing Authority]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Clarification on TLC License Requirements

I hope this letter finds you well. I am writing to seek clarification regarding the requirements and application process for obtaining a Taxi and Limousine Commission (TLC) license.

As an aspiring driver, I want to ensure I understand all necessary regulations, documentation, and fees involved. Specifically, I would like guidance on [mention specific areas of concern, e.g., background check procedures, required courses, etc.].

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

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]