

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department of Transportation or Appropriate Agency]  
[Agency Address]  
[City, State, Zip Code]

Subject: Endorsement for TLC License Application

Dear [Recipient's Name],

I am writing to formally endorse the application of [Applicant's Name] for a TLC (Taxi and Limousine Commission) license. I have known [Applicant's Name] for [duration of your acquaintance] and can confidently vouch for their [qualities or characteristics relevant to the endorsement, e.g., professionalism, reliability, driving skills]. [Provide specific examples or experiences that highlight the applicant's qualifications and capabilities.]

I believe that [Applicant's Name] will be an asset to the TLC community, and I fully support their application. Please feel free to contact me at [your phone number] or [your email] should you require any further information or clarification regarding this endorsement.

Thank you for considering this endorsement.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position if applicable]