

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Subject: Request for TLC License Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my Taxi and Limousine Commission (TLC) license, [TLC License Number], from my name to [New License Holder's Name].

Details of the transfer request are as follows:

- Current License Holder: [Your Name]
- TLC License Number: [TLC License Number]
- New License Holder: [New License Holder's Name]
- New License Holder's Address: [New License Holder's Address]
- Reason for Transfer: [Brief explanation for transfer]

Attached to this letter, you will find all necessary documents, including [list any required documents, e.g., identification, license, proof of address, etc.].

Please let me know if you require any additional information to facilitate the transfer process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your TLC License Number]