

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department or Agency Name]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally apply for a TLC (Taxi and Limousine Commission) license to operate a [type of vehicle, e.g., taxicab, livery vehicle, etc.] in [City/Area].

I understand the responsibilities and obligations that come with holding a TLC license and am fully committed to following all regulations and guidelines set forth by the Commission. Attached are the required documents, including my driving record, identification, insurance information, and any other necessary paperwork.

I appreciate your consideration of my application and look forward to your positive response. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]