

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

[Recipient's Name]  
[Recipient's Title]  
[Department of Transportation]  
[TLC Office Address]  
[City, State, Zip Code]

Subject: TLC License Notification

Dear [Recipient's Name],

I am writing to formally notify you regarding my TLC (Taxi and Limousine Commission) license, [License Number], which is currently set to expire on [Expiration Date]. I have fulfilled all necessary requirements and am requesting the renewal of my license.

Please find attached any necessary documentation for your review, including [list any documents you are including, e.g., proof of insurance, driving record, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your TLC License Number]