

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

Subject: TLC License Reinstatement Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the reinstatement of my TLC license, which was previously suspended/revoked on [date of suspension/revocation].

I understand that my license was impacted due to [briefly explain reason for suspension/revocation]. Since then, I have taken the necessary steps to address the issues by [explain any actions taken to rectify the situation, e.g., completing requirements, attending courses, etc.].

I am committed to adhering to all regulations and requirements set forth by the Taxi and Limousine Commission, and I assure you that I am fully prepared to comply with any additional conditions necessary for the reinstatement of my license.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your TLC License Number (if applicable)]