

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

[Recipient's Name]
[Recipient's Title]
[Department or Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Tennessee Identification Card

I hope this letter finds you well. I am writing to formally apply for a Tennessee Identification Card (TN ID) and to provide the necessary documentation required for the application process.

****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Current Address: [Your Address]
- Phone Number: [Your Phone Number]

****Purpose for Application:****

[Briefly explain why you need the TN ID, e.g., "I need a valid form of identification for travel purposes and to access various services."]

****Documents Attached:****

1. Proof of Identity: [e.g., Birth Certificate, Passport]
2. Proof of Residency: [e.g., Utility Bill, Lease Agreement]
3. [Any additional documents as required]

I understand the importance of securely processing personal information and appreciate your attention to this matter. I am willing to provide any further information needed to expedite this process.

Thank you for your time and assistance. I look forward to your prompt response regarding my application.

Sincerely,

[Your Signature (if submitting a hard copy)]
[Your Printed Name]