

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[TN Department of Safety and Homeland Security]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Tennessee ID

I hope this letter finds you well. I am writing to formally request a Tennessee Identification Card. I have enclosed all the necessary documents required for this application, as specified on your official website.

****Personal Information:****

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

****Enclosures:****

1. Proof of Identity (e.g., birth certificate, passport)
2. Proof of Residency (e.g., utility bill, lease agreement)
3. Completed Application Form
4. Payment for the ID issuance fee

I understand the importance of providing accurate information and am willing to comply with all requirements to obtain my Tennessee ID. Please let me know if you need any additional information or documentation. 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]