

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Tennessee Department of Safety and Homeland Security]  
[Address]  
[City, State, Zip Code]

Subject: TN ID Application

Dear [Recipient Name],

I am writing to formally apply for a Tennessee identification card.  
Please find enclosed the necessary documents required for this  
application, including:

1. Completed application form
2. Proof of identity (e.g., birth certificate, passport)
3. Proof of residence (e.g., utility bill, lease agreement)
4. Payment for the application fee

I would appreciate your assistance in processing my application promptly.  
If there are any additional requirements or information needed, please do  
not hesitate to contact me at [Your Phone Number] or [Your Email  
Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]