

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

Tennessee Department of Safety and Homeland Security  
Attn: Driver License Issuance  
P.O. Box 945  
Nashville, TN 37202

Subject: Request for Driver's License Reciprocity

Dear Sir/Madam,

I am writing to request reciprocity for obtaining a Tennessee driver's license based on my existing valid driver's license from [Your Previous State/Country].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Previous State/Country of License: [Previous State/Country]
- License Number: [Your License Number]

I have attached copies of the following documents for your review:

1. A copy of my current driver's license issued by [Previous State/Country].
2. Proof of residency in Tennessee (e.g., utility bill, lease agreement).
3. A completed application for Tennessee driver's license.
4. Any additional documents required for reciprocity.

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]