

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

[Recipient's Name]  
[Recipient's Title]  
[Department of Safety and Homeland Security]  
[Tennessee Department/Office Address]  
[City, State, Zip Code]

Subject: Appeal for Driving Document Suspension

Dear [Recipient's Name],

I am writing to formally appeal the suspension of my driving privileges, referenced under case number [Your Case Number]. I received notification of the suspension dated [Date of Notice], and I believe there are grounds for reconsideration.

[Briefly explain the reason for the appeal, including any relevant details or circumstances that may have led to the suspension. Mention any supporting documentation you are including with your letter.]

I kindly request a review of my situation and the opportunity to present my case. I believe that reinstating my driving privileges is justified for the following reasons: [List your reasons succinctly.]

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

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