

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

Tennessee Department of Safety and Homeland Security
Driver Services Division
[Office Address]
[City, State, Zip Code]

Subject: Request for [Type of Record]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request a copy of my [specific record, e.g., driving record, vehicle registration, etc.] from the Tennessee Department of Safety and Homeland Security. The details needed to process my request are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Driver's License Number: [Your Driver's License Number]

Social Security Number: [Last four digits of your SSN, if applicable]

Address on File: [Your Home Address]

Please let me know if there are any fees associated with this request and the estimated time for processing. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]