

Letter of Request for Reconsideration of License Suspension

Date: [Insert Date]

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

[Recipient's Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reconsideration of the suspension of my [type of license, e.g., driver's license] issued on [date of suspension]. My license number is [license number].

I acknowledge the circumstances that led to this suspension; however, I would like to provide additional context and request that my situation be re-evaluated:

- [Briefly state your reasons or circumstances surrounding the suspension]
- [Include any supporting information, such as completion of a related program, testimonials, or changes in behavior]
- [Mention any hardship caused by the suspension]

I believe that my [reasons, efforts, or changes] demonstrate my commitment to being a responsible [license holder/driving citizen], and I sincerely hope that you will consider my request for reconsideration.

Thank you for your time and understanding. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Name]