

Letter of Submission for Driving License Reissue

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Licensing Authority,

[Address of Licensing Authority]

[City, State, Zip Code]

Subject: Application for Reissue of Driving License

Dear Sir/Madam,

I am writing to formally request the reissue of my driving license, which was [state reason for reissue, e.g., lost, damaged, etc.]. My details are as follows:

License Number: [Your License Number]

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Address: [Your Address]

I have attached the necessary documents as proof of identity and other required information. I kindly ask you to process my application at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Name]

Attachments:

1. Copy of Identity Proof
2. [List any other attachments]