

Temporary License Replacement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a temporary replacement for my [type of license, e.g., driver's license] which was [lost/stolen/damaged] on [date of occurrence].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- License Number: [Your License Number]

I have attached [mention any documents you are including, such as a police report, affidavit, or ID copy]. Please let me know if you require any further information or documentation to process my request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]