

# Lost Driving Permit Communication

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally report the loss of my driving permit. My name is [Your Name], and my driving permit number is [Permit Number]. I lost my permit on [Date of Loss] while [brief explanation of how the permit was lost].

I kindly request guidance on the steps I need to take in order to replace my lost driving permit. If there are any forms to fill out or fees to be paid, please inform me at your earliest convenience.

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

Sincerely,

[Your Name]