

Request for Amendment of Motor Vehicle Dealer License

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an amendment to my motor vehicle dealer license details. My license number is [Insert License Number], and I am the owner of [Your Business Name].

The details I wish to amend are as follows:

- Current Detail: [Current Detail]
- Requested Amendment: [Requested Detail]

Please find attached any supporting documents that may assist in processing this amendment request.

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

Sincerely,

[Your Name]