

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for Driving Record

Dear :

Name has applied for the position of truck driver with our company. On the application that Name submitted, your cab company was listed as Name last place of employment. We respectfully submit a request to obtain Name driving record while he/she was employed with your cab company.

I thank you for your assistance in this matter.

Sincerely,

N A M E