Date:

Name of the recipient institute:

Address of the institute:

**Subject: A request for license conversion**

Respected recipient,

I am writing this letter to put in a formal request to convert my driving license. I am currently holding an international driving license issued to me by the institute of Dubai. Currently, I am residing in Pakistan and I want to continue professional driving here with the same driving license. It is hereby requested to you please convert my international license to the national license that I can use easily in this country. My license number is 23XY235. Enclosed is the copy of the license I want to be converted. Please have a look at it.

I will be highly grateful to you for this act of kindness.

Regards,

Name of the applicant