

# SAMPLE LETTER

## Your Company Letterhead

1234 Alphabet Drive  
Des Moines, IA 50309

July 01, 2016

State of Iowa OCIO  
Hoover State Office Building  
1305 E. Walnut, Level B  
Des Moines, IA 50319

To Whom It May Concern:

This letter is to inform you of our intended use of the driving record information that we will be requesting via your website. The information contained in the driver's license record (DLR) will be obtained for the following reasons:

1. Automobile insurance rating and underwriting
2. Pre-employment screening for drivers, etc.

Thank you for your assistance with getting our company set up online to access Certified DLRs.

Sincerely,

***\*Original signature required\****

John Doe  
President/General Manager/CEO/Director of Operations/City Supervisor