

SAMPLE LETTER

Your Company Letterhead

1234 Alphabet Drive
Des Moines, IA 50309

June 1, 2023

State of Iowa OCIO
Attn: Driver License Records (DLR)
200 East Grand Avenue
Des Moines, IA 50309

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