

State Office for
civil and regulatory affairs

Driving licenses, passenger and goods transport department



State office for civil and regulatory affairs, Puttkamerstr. 16-18 Berlin

[Mr. / Ms.]

[First name] [Last name]

[Address] [House number]

[Zip code] [City]

Business sign
(please always specify)

Room

Telephone: ☎ 030 90269-2300

Date

AB C XX XX/XXXXXX

XXX

Tel.: 90269 -

DD.MM.YYYY

intern: 9269-

Mr Smith

Fax: 9028 - 3452

Intern: 928-

Your application from DD.MM.YYYY for a transfer of a driving license

Dear [Mr. / Ms.] [Last name],

The necessary determinations for your application will take some time. I therefore ask you to be patient until my later decision.

Please refrain from telephone inquiries or personal visits.

Kind regards

On behalf

Smith

This letter was created automatically and is therefore valid without a signature.