 National Défense

 Defence Nationale

 National Defence Headquarters Quartier général de la Défense national

 Ottawa, Ontario Ottawa (Ontario)

 K1A 0K2 K1A 0K2

 1021-1 (D Tn 2-5)

 <insert date>

 Deputy Registrar of Motor Vehicles

Ministry of Transportation of Ontario

77 Wellesley St. Box 671

Toronto ON, M7A 1N3

Dear Deputy,

Please find enclosed the application of <insert member’s ID # and name> for an upgraded Ontario Driver’s Licence. As part of this application package you will find the Driver Qualification Letter, the Driver/Operator Proficiency Record and the MTO SR-LC-80 Medical Report dated within six months of application.

As Transportation Authority for CFB Petawawa, I confirm that the enclosed information is accurate and has gone through two levels of data validation. You will find signatures from the CFB Petawawa Road and Vehicle Safety Section as well as myself, the Transportation Authority, on the Driver Qualification Letter verifying that this member meets all qualification and testing requirements for Ontario driver’s licence upgrade. Information has been validated through the Fleet Management System, the Departmental System of Record for driving operations.

Should you have any questions regarding this application or the information enclosed, I encourage you to contact me at your convenience. I may be reached at <insert phone number>.

Sincerely,

 <insert signatory member’s name>

 <insert rank>

 Transportation Authority

 CFB Petawawa

 