

## Template: Request Letter for Conversion of Foreign Driving Licence

To the Officer in Charge  
Licensing Office  
Traffic Branch  
Les Casernes  
Port Louis

Dear Sir/Madam,

I, XXXXXXXXXX, of [Nationality] nationality bearing passport number XXXXXXXX and residing at XXXXXXXX since XXXXXXXX, hereby request to convert my [Country] Driving Licence number XXXXXXXX to a Mauritian Driving Licence.

Please find enclosed the following documentation:

- A copy of my [Country] Driving Licence (recto-verso)
- A copy of my passport and last visa entry page
- A copy of my Residence Permit
- An attestation from the [Country] licensing authority / police confirming the validity of my driving licence (if applicable)
- A copy of my marriage certificate (if applicable)

Thank you in advance for your consideration of my request.

Yours faithfully,

[Signature]  
[Full Name]