Request for Reinstatement/Restricted Driving privileges on Fort Benning.

John C. Smith

1111 First Street

Anchorage, AL 11111

123-456-7890

1. Indicate in this paragraph the circumstances of the incident, i.e. the date of the traffic violation, the type of traffic violation, and any other pertinent facts you desire to be considered.

2. If requesting restricted driving privileges (more likely to be approved), Indicate the location(s) you are requesting to drive (i.e., restricted driving privileges to and from work, MACH, and Main Mall, etc.). Provide the connecting street names you wish to travel en route to your destination and specify the building numbers.

3. In this paragraph provide a brief explanation of why your driving privileges were suspended. You must provide your Social Security Number, a copy of your Driver’s License, **(issued after the date of incident**), and your date of birth. Additionally, If your suspension was the result of a DUI, a certificate of completion of Driver’s Education Class, is required as well.

4. Explain why the suspension of your privilege is a hardship rather than an inconvenience. Explain how you are currently getting to locations on Fort Benning.

5. Once the above is complete, please sign and date the letter and email a copy of it along with all supporting documentation to usarmy.benning.mcoe.list.sja-admin-law@army.mil

John C. Smith

July 4, 1776