

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Department of Motor Vehicles]
[Office Address]
[City, State, ZIP Code]

Subject: CDL License Renewal Application

Dear [DMV Official's Name or "To Whom It May Concern"],
I am writing to formally request the renewal of my Commercial Driver's License (CDL) that is set to expire on [expiry date]. My current CDL number is [CDL number].

I have enclosed the necessary documentation along with a completed application form as required. Included documents:

- Copy of current CDL
- Renewal application form
- Proof of identity (e.g., birth certificate, passport)
- Medical examination certificate
- Payment for renewal fee

Please let me know if you require any additional information or documentation. I appreciate your assistance in processing my renewal request promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]