

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Department of Motor Vehicles/Relevant Authority]
[Office Address]
[City, State, Zip Code]
Subject: Application for Driver's License Renewal
Dear [Recipient's Name/Department],
I am writing to formally request the renewal of my driver's license,
which is set to expire on [Expiration Date]. My license number is
[License Number].
Enclosed, please find the completed application form, required
identification documents, and payment for the renewal fees.
Thank you for your attention to this matter. I look forward to your
prompt response.
Sincerely,
[Your Name]
[Signature (if sending a hard copy)]