

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Department of Motor Vehicles]
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request the renewal of my driver's license, which is due to expire on [expiration date]. My license number is [license number].
I understand the importance of keeping my driving credentials up to date and assure you that I have maintained a clean driving record. Enclosed with this letter are the necessary documents including my application form, proof of identity, and payment for the renewal fee.
I appreciate your assistance in processing my renewal request promptly. Please let me know if you require any additional information or documentation.
Thank you for your attention to this matter.
Sincerely,
[Your Name]