

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

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

Subject: Driver's License Renewal Application

Dear [DMV Official/Recipient's Name],

I am writing to request the renewal of my driver's license, which is set to expire on [Expiration Date]. Please find my details below for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- License Number: [Your License Number]
- Address: [Your Current Address]

Enclosed with this letter, I have included the following documents:

1. A copy of my current driver's license
2. Proof of residency (e.g., utility bill, lease agreement)
3. Payment for renewal fee (check/money order)

I kindly ask that you process my renewal application at your earliest convenience. If you require any additional information or documents, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]