

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

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

Subject: Driver's License Renewal Application

Dear [Recipient's Name],

I am writing to formally request the renewal of my driver's license, which is set to expire on [Expiration Date]. My current license number is [License Number], and I have held this license since [Issue Date].

Enclosed are the required documents for the renewal process, including:

1. Completed renewal application form
2. A copy of my current driver's license
3. Proof of residence (e.g., utility bill)
4. Payment for renewal fee

Please let me know if any additional information is required. I appreciate your assistance in this matter and look forward to receiving my renewed license.

Thank you for your attention to this request.

Sincerely,  
[Your Name]