

[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/Title],

Subject: Request for Driver's License Extension

I am writing to formally request an extension of my driver's license, which is set to expire on [expiration date]. Due to [brief reason for the request, e.g., unforeseen circumstances, medical issues], I am unable to complete the necessary requirements for renewal by the deadline.

I kindly ask for your consideration in granting an extension of [desired extension period, e.g., 3 months] to allow me to fulfill the renewal requirements. I have attached relevant documentation supporting my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]