

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

Subject: Request for Driver's License Renewal

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to request the renewal of my driver's license, which is set to expire on [Expiration Date]. My current driver's license number is [Your License Number].

Please find the required documents enclosed for your review:

- Completed renewal application form
- Proof of identity (e.g., birth certificate, passport)
- Payment for renewal fee

I appreciate your assistance in processing my renewal. 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]