

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

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

Subject: Renewal of Driver's License

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 set to expire on [expiration date].

My current driver's license number is [license number], and I have attached a copy of the necessary documents required for the renewal process, including:

1. Proof of identity (copy of current license)
2. Proof of residency (utility bill or similar)
3. Completed renewal application form
4. Payment for renewal fees

I ensure that all provided information is accurate to the best of my knowledge. Please let me know if any additional documents or information are required.

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

Sincerely,  
[Your Name]