

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Department of Motor Vehicles]
[Address of the DMV]
[City, State, ZIP Code]

Subject: Request for Driver License Renewal

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my driver license, which is set to expire on [expiry date]. My current driver license number is [driver license number], and I have attached a copy for your reference. I have ensured that all requirements for renewal have been met and am prepared to provide any additional information if necessary.

Please let me know if there are any forms or fees required to complete this process. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]