

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

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

Dear [Recipient's Name/Title],

Subject: Request for Driver's License Renewal

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 personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Driver's License Number: [Your DL Number]

Please find attached the necessary documents, including:

1. A copy of my current driver's license
2. Proof of residency
3. [Any other required documents]

I would appreciate your assistance in processing my renewal request at your earliest convenience. If there are any fees associated with the renewal, please let me know, and I will ensure payment is made promptly. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]