

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

[Date]
[Recipient Name]
[Department of Motor Vehicles (or relevant authority)]
[Office Address]
[City, State, ZIP Code]

Subject: Notification for Driver's License Renewal

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of my intent to renew my driver's license, which is set to expire on [Expiration Date].

Please find the following details regarding my driver's license:

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

I have enclosed the required documents and payment for the renewal process, as per the guidelines.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]