

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

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 due to expire on [expiration date].

Enclosed with this letter, you will find all the necessary documentation, including my completed renewal application, proof of identity, and any required fees.

I appreciate your assistance in processing my renewal request and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]