

[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 am writing to formally request the renewal of my driver's license,  
which is set to expire on [Expiration Date]. My license number is  
[License Number].

I have attached the required documents for your review, including [list  
any documents enclosed, such as proof of residency, identification,  
etc.]. I appreciate your attention to this matter and look forward to  
your prompt response.

Thank you for your assistance.

Sincerely,

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