

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

[Department of Motor Vehicles]  
[Office Address]  
[City, State, Zip Code]

Subject: Driving License Renewal Application

Dear [DMV Official's Name or "To Whom It May Concern"],

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

I have enclosed the required documents, which include:

1. A completed renewal application form.
2. A copy of my current driver's license.
3. Proof of residency (e.g., utility bill, lease agreement).
4. Payment for the renewal fee (check or money order).

Please let me know if there are any additional requirements or if further information is needed. I appreciate your attention to this matter and look forward to receiving my renewed driving license soon.

Thank you for your assistance.

Sincerely,  
[Your Name]