

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Department of Motor Vehicles]

[Office Address]

[City, State, Zip Code]

Subject: Request for Driver's License Renewal

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

I am writing to request the renewal of my driver's license, which is set to expire on [expiration date]. My current driver's license number is [license number].

Enclosed with this letter are the necessary documents required for renewal, including:

1. A completed driver's license 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

I kindly ask you to process my request at your earliest convenience.

Should you need any additional information or documents, please do not hesitate to contact me via the information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]