

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

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

Subject: Application for Driver's License Renewal

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 set to expire on [Expiration Date].

My current driver's license number is [License Number], and I have attached the necessary documentation as required by your office, including:

- Completed application form (if applicable)
- Payment for renewal fee
- Proof of residency (such as utility bill or lease agreement)
- [Any additional documents if required]

I understand the importance of maintaining a valid driver's license and am keen to ensure compliance with all regulations. Please let me know if there are any further steps needed from my side to facilitate the renewal process.

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

Sincerely,

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