

[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 hope this letter finds you well. I am writing to request the renewal of my driver's license, which is set to expire on [expiration date].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Driver's License Number: [Your License Number]

I have attached all necessary documents, including [list any required documents, such as proof of identity, residency, etc.].

Please let me know if you need any further information or documents to process my renewal request.

Thank you for your attention to this matter.

Sincerely,

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