

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

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

Subject: Request for Driving License Renewal

Dear [DMV Official'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 driving license, which is set to expire on [Expiration Date]. My license number is [Your License Number], and I have been a licensed driver since [Year You Obtained License].

Due to [briefly explain reason for renewal request, e.g., "a recent move, change in personal circumstances, etc."], I was unable to complete the renewal process in a timely manner. I understand the importance of maintaining valid documentation while driving and am committed to ensuring compliance with all relevant regulations.

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

1. A completed license renewal application form
2. A copy of my current driver's license
3. Proof of identity (e.g., passport, utility bill)
4. Payment for renewal fees (check/money order)

I kindly request your assistance in processing my application at your earliest convenience. If there are any further requirements or documents needed, please do not hesitate to inform me.

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]  
[Your Driver's License Number]