

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

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

Dear [DMV Official/Manager's Name],

Subject: Request for Driving License Renewal

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].

I have attached the necessary documents, including my identification, proof of residency, and any applicable forms required for the renewal process. I understand the importance of maintaining valid documentation and assure you that all information provided is accurate.

Additionally, I would appreciate any guidance on the next steps and potential fees associated with the renewal. Thank you for your assistance in this matter.

Sincerely,
[Your Name]