

[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 Driving License Renewal

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

I hope this message finds you well. I am writing to request the renewal of my driving 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]
- Address: [Your Address]

I have enclosed the required documents as follows:

1. Completed license renewal application form
2. Payment for renewal fee
3. Copy of my current driving license
4. Proof of identity (e.g., passport, utility bill)

Please let me know if any additional information or documentation is required. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]