

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Department of Motor Vehicles]
[Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Inquiry Regarding Driving License Renewal

I hope this letter finds you well. I am writing to inquire about the renewal process for my driving license, which is scheduled to expire on [expiry date].

I would appreciate any information on the necessary documents, fees, and procedures involved in the renewal process. Additionally, I would like to know if there are any online services available or if I need to visit your office in person.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your License Number] (if applicable)