

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Department of Motor Vehicles/Relevant Authority]

[Office Address]

[City, State, Zip Code]

Subject: Application for Driving License Renewal

Dear [Recipient's Name],

I am writing to request the renewal of my driving license, which is set to expire on [expiration date]. My current license number is [license number].

Enclosed are the necessary documents required for the renewal process:

1. A copy of my current driving license
2. Proof of identity (e.g., passport, utility bill)
3. Renewal application form
4. Payment for renewal fees

I kindly request you to process my application at your earliest convenience. If any additional information or documentation is required, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]