

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

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

Subject: Driving License Renewal Notification

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

I am writing to notify you that my driving license, [License Number], is due for renewal on [Expiration Date]. I would like to initiate the renewal process at your earliest convenience.

Please let me know the necessary steps I need to follow, including any required documentation or fees. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your License Number]