

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

Subject: Application for Driving License Renewal

I am writing to formally request the renewal of my driving license, which is set to expire on [Expiration Date]. My current license number is [License Number].

I have attached the required documents, including:

1. A completed application form
2. A copy of my current driving license
3. Proof of residency
4. Payment for the renewal fee

I would appreciate it if you could process my request at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]