

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

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

Subject: Application for Driving License Renewal

Dear [DMV Official's Name],

I hope this letter 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]
- Current License Number: [Your License Number]
- Address: [Your Current Address]

Enclosed with this letter are the required documents for the renewal process:

1. A completed renewal application form
2. Copy of my current driving license
3. Proof of residency (e.g., utility bill)
4. Payment for the renewal fee

I would appreciate your prompt attention to my application. If you need any further information or documentation, please feel free to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]