

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

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

Subject: Request for Driving License Renewal

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

I hope this letter finds you well. 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].

Due to [brief explanation of circumstances, e.g., changes in personal situation, inability to visit DMV in person], I have been unable to complete the renewal process in person. I would appreciate any assistance you can provide to facilitate my license renewal.

Enclosed are all necessary documents, including [list the documents you are including, e.g., completed application form, identification proof, payment for renewal fee, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]