

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

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

Subject: Letter of Intent for Driving License Renewal

Dear [Recipient's Name],

I am writing to formally express my intent to renew my driving license, which is set to expire on [expiry date]. My current license number is [license number].

I have maintained a clean driving record and am committed to adhering to all traffic laws and regulations. I have attached the necessary documents required for the renewal process, including:

1. Completed application form
2. Copy of my current driving license
3. Proof of identity (e.g., passport or utility bill)
4. Payment for the renewal fee

I kindly request that you process my application at your earliest convenience. Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]