

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

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

Subject: Request for Driving License Renewal

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the renewal of my driving license, which is due to expire on [Expiration Date].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- License Number: [Your License Number]

I have attached the necessary documents required for the renewal process, including:

1. Copy of my current driving license
2. Proof of residence
3. [Any other required documents]

Please let me know if you need any additional information or documents. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]