

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

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

I have enclosed the necessary documents required for my application, including:

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

I would appreciate your assistance in processing my application at your earliest convenience. Should you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]