

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Department of Motor Vehicles]
[Office Address]
[City, State, Zip Code]

Dear [DMV Officer'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 due to expire on [expiration date]. My current license number is [license number].

As a responsible driver, I understand the importance of maintaining an up-to-date license. I have attached the necessary documents required for the renewal process, including [list any documents, e.g., identification, proof of residency, previous license, etc.].

I appreciate your assistance in processing my renewal request promptly. If there are any further steps or information needed from my side, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]