

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. 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 attached all necessary documents required for the renewal process, including a copy of my current license, proof of residency, and any additional forms as needed.

Please let me know if there are any further steps I need to take or if additional information is required. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]