

[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 [DMV Official'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 set 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 all necessary documents, including a copy of my current driving license, proof of identity, and any required forms.

Please let me know if there are any further steps I need to take or additional documents required for this process. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]