

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Department of Motor Vehicles]
[Address of DMV]
[City, State, Zip Code]
Subject: Renewal of Driving License

Dear Sir/Madam,

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

I have included the necessary documents and the renewal fee as required. These documents include:

1. A completed renewal application form
2. A copy of my current driving license
3. Proof of identity (e.g., passport, utility bill)
4. Payment (check/money order/credit card details)

Please let me know if you require any additional information or documentation. I appreciate your assistance in this matter and look forward to receiving my renewed driving license soon.

Thank you for your attention to this request.

Sincerely,
[Your Name]