

[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 Officer/Recipient's Name],

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]
- Current License Number: [Your License Number]
- Address: [Your Address]

Enclosed with this letter, please find the necessary documents, including:

1. A copy of my current driving license
2. Proof of residency (e.g., utility bill)
3. Payment for renewal fees

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]