

[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/To Whom It May Concern],

I hope this message finds you well. I am writing to formally request the renewal of my driving license, which is set to expire on [Expiration Date].

My current driving license number is [License Number], and it was issued in [Issuing State/Province] on [Issuance Date]. I have attached the required documents including [list any attached documents such as ID proof, completed application form, fees, etc.].

Please let me know if you require any additional information or if there are specific steps I should follow for the renewal process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]