

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Department of Motor Vehicles

[DMV Office Address]
[City, State, Zip Code]

Subject: License Renewal Request

Dear [DMV Office/Name of the Official],

I hope this letter finds you well. I am writing to formally request the renewal of my driver's license, which is set to expire on [expiration date].

My details are as follows:

- Full Name: [Your Full Name]
- License Number: [Your License Number]
- Date of Birth: [Your Date of Birth]

I have enclosed the necessary documents as per the renewal guidelines, including:

1. A copy of my current driver's license
2. Proof of identity (e.g., passport or birth certificate)
3. Proof of residency (e.g., utility bill)
4. Payment for renewal fee

Please let me know if any additional information or documents are required. 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]