

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

[Department of Motor Vehicles]
[Office Address]
[City, State, Zip Code]

Subject: Application for Driver's License Renewal

Dear [Name of the Official or "To Whom It May Concern"],
I am writing to formally request the renewal of my driver's license,
which is set to expire on [Expiration Date]. My current license number is
[License Number].

I have attached the required documents for your review, including:

1. A completed driver's license renewal application form.
2. A copy of my current driver's license.
3. Proof of residency (e.g., utility bill, bank statement).
4. Payment for renewal fee (if applicable).

Please let me know if you require any further information or additional
documentation. I appreciate your assistance with this matter and look
forward to your prompt response.

Thank you for your attention.

Sincerely,
[Your Name]