

[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 Sir/Madam,

I am writing to request the renewal of my driver's license, which is set to expire on [expiration date]. My current driver's license number is [license number].

Enclosed are the required documents:

1. A completed driver's license renewal application form
2. A copy of my current driver's license
3. Proof of identity (e.g., [type of ID])
4. Payment for the renewal fee

Please let me know if you require any additional information or documentation to process my application.

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]