

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Office Name]  
[Government Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient Name],

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

Enclosed are the required documents for the renewal process, including:

1. A completed renewal application form
2. A copy of my current driver's license
3. Proof of identity and residency
4. Payment for the renewal fee

Please let me know if any additional information is needed. I appreciate your assistance in processing my renewal request promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]