

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

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

Subject: Request for Driver's License Renewal

Dear [DMV Official/Department 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 personal details are as follows:

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

I have enclosed the necessary documents, including:

1. A copy of my current driver's license
2. Proof of residency (e.g., utility bill, lease agreement)
3. Payment for the renewal fee

Please let me know if any additional information is required to process my renewal. I would appreciate your prompt assistance with this matter.

Thank you for your attention to my request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]