

[Your State's DMV Logo]

[Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Subject: Driver License Renewal Notice

Dear [Your Name],

This is a reminder that your driver's license, number [License Number], is set to expire on [Expiration Date]. To continue driving legally, please ensure you complete the renewal process by [Renewal Deadline].

**\*\*Renewal Options:\*\***

1. **\*\*Online Renewal:\*\*** Visit [Website Link] to renew online.
2. **\*\*In-Person Renewal:\*\*** You may visit your local DMV office at [DMV Address] during business hours.
3. **\*\*Mail Renewal:\*\*** Complete the attached form and send it to [Mailing Address].

**\*\*Required Documents:\*\***

- Proof of identity (e.g., Passport, Birth Certificate)
- Current driver's license
- Payment for renewal fee

If you have any questions, please contact us at [DMV Contact Number] or visit our website at [Website Link].

Thank you for your attention to this matter.

Sincerely,

[Your State's DMV Name]

[DMV Contact Information]

[Website Link]