

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

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

Dear [DMV Official's Name or "To Whom It May Concern"],

Subject: Request for Driver's License Renewal

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

In accordance with the renewal guidelines, I have enclosed the necessary documents, including:

1. A completed application form for renewal
2. Proof of identity (copy of current license)
3. Payment for the renewal fee (check or money order enclosed)
4. Any additional required documents (if applicable)

I kindly ask for your assistance in processing my renewal at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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