

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

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

Subject: Application for Driver's License Renewal

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

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

Enclosed with this letter are the required documents, including:

1. Completed license renewal application form
2. Proof of identity (e.g., birth certificate, passport)
3. Payment for the renewal fee
4. Any additional documentation as required

Please let me know if any more information is needed or if there are any issues with my application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]