

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

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

Subject: Request for Driver's License Renewal

Dear [DMV Official's Name or "To Whom It May Concern"],  
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 details are as follows:

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

I have attached the necessary documents required for the renewal process, including:

1. A completed renewal application form.
2. A copy of my current driver's license.
3. Proof of identity (e.g., a copy of my passport or birth certificate).
4. Proof of residency (e.g., a recent utility bill).

I appreciate your attention to this matter and look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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