

[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 [Recipient's Name or "To Whom It May Concern"],
I am writing to formally request the renewal of my driver's license,
which is set to expire on [expiration date]. My license number is
[license number].

I have enclosed the necessary documents, including:

- A completed driver's license renewal application form
- Proof of identity (e.g., copy of current license or state-issued ID)
- Payment for the renewal fee

Please let me know if any additional information or documentation is
required to process my renewal. I appreciate your attention to this
matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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