

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

Department of Motor Vehicles

[DMV Address]  
[City, State, Zip Code]

Subject: Request for Driver's License Renewal

Dear [DMV Official'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].

I have attached the necessary documents, including my proof of identity, residency, and any required fees. Please let me know if you need any further information or documentation from my end.

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

Sincerely,

[Your Name]

[Signature, if sending a hard copy]