

[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/Title],

I hope this message 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]
- Driver's License Number: [Your License Number]
- Date of Birth: [Your Date of Birth]

I have enclosed the necessary documentation, including:

1. Completed driver's license renewal application form
2. Payment for renewal fee ([specify amount])
3. Proof of residency ([specify document, e.g., utility bill])
4. Any additional documents as required

Please let me know if you require any further information or documentation to process my renewal request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]