

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Department of Motor Vehicles or Relevant Authority]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Driving Licence Renewal

I am writing to formally request the renewal of my driving licence, which is set to expire on [expiry date]. My current licence number is [licence number].

I have attached the required documents, which include:

1. A completed application form
2. Proof of identity (e.g., passport, utility bill)
3. Payment for renewal fees
4. Any additional documents as required by your office

I kindly request your assistance in processing my application at your earliest convenience. If further information is needed, please feel free to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]