

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Department of Motor Vehicles]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Acknowledgment of Driving Licence Renewal Application

I am writing to acknowledge the receipt of my application for the renewal of my driving licence, which was submitted on [Date of Application Submission]. I understand that my application is currently being processed and I appreciate your attention to this matter.

Please find attached the copy of my application along with the payment receipt for your reference. Should you require any further information or documentation to process my renewal, please do not hesitate to contact me at the details provided above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]