

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Department of Motor Vehicles]

[Office Address]

[City, State, Zip Code]

Subject: Application for Driving Licence Renewal

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

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

Attached to this letter, you will find the necessary documents, including:

1. A completed application form.
2. A copy of my current driving licence.
3. Proof of residency.
4. Payment for the renewal fee.

I kindly ask that you process my application at your earliest convenience. Should you need any further information or documentation, please do not hesitate to contact me.

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]