

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

[Department of Motor Vehicles]  
[Address of the DMV]  
[City, State, ZIP Code]

Subject: Application for Driving Licence Renewal

Dear [Title and Last Name of the Recipient],

I am writing to formally request the renewal of my driving licence, which is set to expire on [Expiry Date]. My licence number is [Licence Number].

I have enclosed all the necessary documents required for the renewal process, including:

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

I kindly request that you process my application at your earliest convenience. If any additional information or documentation is required, please do not hesitate 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]