

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

Department of Motor Vehicles

[DMV Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Driving License Renewal

I am writing to request the renewal of my driving license, which is set to expire on [Expiration Date]. My current license number is [Your License Number].

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

1. A completed application form
2. Proof of identity (copy of [e.g., passport, birth certificate])
3. Payment for the renewal fee

I would appreciate your assistance in processing my application at your earliest convenience. Please let me know if there are any additional steps I need to undertake.

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

Sincerely,
[Your Name]