

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

[Department of Motor Vehicles]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Driving License Renewal

Dear [DMV Official's Name or Title],

I hope this letter finds you well. I am writing to request the renewal of my driving license, which is set to expire on [Expiration Date].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- License Number: [Your License Number]
- Address: [Your Address]

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

1. A copy of my current driving license
2. Proof of residency
3. [Any other required documents]

Please let me know if you require any additional information or documentation. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]