

[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 License Renewal

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

I am writing to submit my application for the renewal of my driving license, which is set to expire on [Expiration Date].

Please find enclosed the following documents for your review:

1. Completed application form
2. Payment for renewal fees
3. Copy of my current driving license
4. Proof of residency (e.g., utility bill, bank statement)
5. Additional identification (if needed)

I kindly request that you process my renewal at your earliest convenience. Should you require any further information or documents, please do not hesitate to contact me via the information provided above. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]