

[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 Sir/Madam,

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

Enclosed are the required documents for the renewal process:

1. A completed application form
2. A copy of my current driving licence
3. Proof of identity (e.g., [list any supporting documents])
4. Payment for the renewal fee

I kindly ask you to process my application at your earliest convenience. Should you require any further information or documents, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]