

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

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

Subject: Letter of Intent for Driving Licence Renewal

Dear [DMV Official's Name or "Sir/Madam"],

I am writing to formally express my intent to renew my driving licence, which is set to expire on [expiry date]. My current licence number is [licence number].

I have maintained a clean driving record and have fulfilled all requirements for licence renewal. I will be submitting the necessary documentation and fees as outlined by your office.

Please let me know if there are any additional steps or information needed from my side.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]