

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request assistance with the renewal of my driving license, which is set to expire on [expiration date]. Due to [brief explanation of the reason for assistance, e.g., personal circumstances, health issues, etc.], I am unable to complete the renewal process on my own.

I would greatly appreciate your guidance on the necessary steps I need to take or any forms I need to fill out. Additionally, if there are any specific requirements or documents needed, please let me know.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]