

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Department of Motor Vehicles]
[Office Address]
[City, State, Zip Code]

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

Subject: Driving Licence Renewal Request

I am writing to formally request the renewal of my driving licence, which is set to expire on [expiry date]. My current licence number is [licence number], and I have been a licensed driver since [year].

Due to [brief explanation of any reasons for delay or circumstances], I was unable to renew it before the expiration date. I have attached the necessary forms and documents required for the renewal process, including:

1. Completed renewal application form
2. Copy of my current driving licence
3. Proof of identity and residency
4. Payment for the renewal fee

I kindly ask for your assistance in processing my renewal application as soon as possible. Should you need any additional information or documentation, 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]