

[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"],
I hope this letter finds you well. I am writing to request the renewal of my driving license, which is due to expire on [expiration date]. My license number is [license number].

I have enclosed all the necessary documents required for the renewal process, including [list the documents, e.g., a completed application form, proof of identity, a recent photograph, and payment].

I would appreciate your assistance in processing my renewal at your earliest convenience. If there are any additional steps or information needed, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]