

[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 am writing to formally request the renewal of my driving license, which is due to expire on [expiration date]. My license number is [license number].

I have enclosed the required documents for your review, including:

1. A completed application form
2. Proof of identity
3. Payment for the renewal fee
4. Any other required documentation

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you require any additional information.

Thank you for your assistance.

Sincerely,

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