

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

The Licensing Authority  
[Department Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for Driving Licence Renewal

Dear [Licensing Authority's Name or "Sir/Madam"],

I hope this letter finds you well. I am writing to formally request the renewal of my driving licence, which is set to expire on [expiry date]. My current driving licence details are as follows:

- Licence Number: [Your Licence Number]
- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]

I have ensured that I meet all the necessary requirements for renewal and have attached the relevant documents including:

1. A copy of my current driving licence
2. A completed application form for renewal
3. Proof of residence
4. Any other required documents

I would appreciate your prompt attention to this matter and look forward to your response. Please let me know if there are any additional steps I need to take or any further information required.

Thank you for your assistance.

Sincerely,

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