

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

[Department of Motor Vehicles]
[Address of DMV Office]
[City, State, ZIP Code]

Subject: Renewal of Driving Licence

Dear [DMV Official's Name or "To Whom It May Concern"],
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 [expiration date].

My licence details are as follows:

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

I have enclosed the required documents for the renewal process, including:

1. A completed renewal application form
2. A copy of my current licence
3. Proof of residency
4. Payment for the renewal fee

Please let me know if any additional information or documentation is needed to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to my request.

Sincerely,

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