

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

Dear [DMV Official's Name/Title],

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

I have attached the necessary documents, including a copy of my identification and proof of residency, for your review. Please let me know if any further information is required.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,
[Your Name]