

[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: Application for Driving License Renewal

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 license, which is set to expire on [expiration date].

My details are as follows:

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

Enclosed with this letter are the necessary documents:

1. Completed application form for license renewal
2. A copy of my current driving license
3. Proof of identity (e.g., passport, utility bill)
4. Payment for renewal fee

I appreciate your assistance in processing my application promptly.
Should you require any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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