

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

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

Subject: Request for Driving License Renewal

Dear [DMV Official/Recipient's Name],

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:

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

I have attached all necessary documents required for the renewal process, including [list of documents, e.g., identification, proof of residence, etc.].

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

Sincerely,

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