

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

Customer Services

DVLA

Swansea

SA99 1AA

Subject: Request for Driving License Renewal

Dear Sir/Madam,

I am writing to request the renewal of my driving license, which is due to expire on [expiration date]. My current license number is [license number].

I have enclosed all required documents, including:

- A completed D1 application form
- A recent passport-sized photograph
- Proof of identity (e.g., passport or birth certificate)
- Payment for the renewal fee

Please let me know if there are any additional requirements or documents needed for this process. I appreciate your prompt attention to my request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]