

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

New Jersey Motor Vehicle Commission

[Local MVC Office Address]  
[City, State, ZIP Code]

Subject: License Renewal Request

Dear [DMV Representative/Specific Name if known],

I hope this letter finds you well. I am writing to formally request the renewal of my New Jersey driver's license, which is set to expire on [Expiration Date]. My license number is [Your License Number].

I have included the necessary documents required for the renewal process:

1. A completed license renewal application form.
2. A copy of my current driver's license.
3. Proof of identification (such as a passport or birth certificate).
4. Payment for the renewal fee (include payment method if applicable).

I appreciate your attention to this matter and look forward to receiving confirmation of my license renewal. If there are any additional requirements or documents needed, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,  
[Your Name]