

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

New Jersey Motor Vehicle Commission

[Address of MVC Office]
[City, State, Zip Code]

Subject: Drivers License Renewal Notification

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to notify you of my intention to renew my New Jersey driver's license, which is set to expire on [expiration date].

Please find my details below:

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

I understand that I can complete the renewal process online or in person. Please advise me on the necessary steps and any documents required for the renewal.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]