

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

National Transport and Safety Authority (NTSA)

[NTSA Office Address]  
[City, State, Zip Code]

Subject: Application for License Renewal

Dear Sir/Madam,

I am writing to formally request the renewal of my driving license which is set to expire on [Expiry Date].

My driving license details are as follows:

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

I have attached the necessary documents required for the renewal process, including:

1. Copy of my current driving license
2. Identification card (ID)
3. Passport-sized photographs
4. Payment receipt for the renewal fee

I would appreciate your prompt assistance in processing my request.

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 Signature (if sending a hard copy)]

[Your Printed Name]