

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

[Recipient Name]  
[Department/Office Name]  
[Roads and Transport Authority (RTA) Address]  
[City, State, Zip Code]

Subject: Application for Renewal of [Specify the Document: e.g., Driving License, Vehicle Registration]

Dear [Recipient Name],

I am writing to formally request the renewal of my [specify document] which is set to expire on [expiration date]. My details are as follows:

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

I have attached all necessary documents required for the renewal process, including [list any relevant documents such as ID proof, previous license, photographs, etc.].

Please let me know if any further information is needed. I appreciate your assistance in this matter and look forward to your prompt response. Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]