

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title]
[Department of Transportation / TLC Office]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the renewal of my TLC license, which is set to expire on [expiration date]. My license number is [license number].

I have completed all necessary requirements and submitted the required documents for the renewal process. [Optional: Include any relevant details about your driving record or experience that supports your application.]

Please find enclosed [list of enclosed documents, if applicable]. I appreciate your attention to my request and look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Name]