

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

[Recipient Name]
[Department of Motor Vehicles]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Driver's License Renewal

Dear [Recipient Name],

I am writing to formally request the renewal of my driver's license, which is set to expire on [expiration date]. My details are as follows:

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

I have attached the required documentation for the renewal, including:

1. A completed renewal application form
2. Proof of identity (copy of my current license)
3. Payment for renewal fees

Please let me know if any further information is needed to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]