

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

Tennessee Department of Safety and Homeland Security

[Office Address]  
[City, State, ZIP Code]

Subject: Renewal of Driver's License

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

I am writing to request the renewal of my Tennessee driver's license. My details are as follows:

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

I am aware that my current license is set to expire on [Expiration Date], and I would like to ensure that my renewal is processed in a timely manner. Enclosed are the necessary documents, including [list any enclosed documents, e.g., proof of identity, proof of residency, payment for renewal fee].

Please let me know if any further information is required. I appreciate your assistance with this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]