

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

Tennessee Department of Safety and Homeland Security  
[Office Address]  
[City, State, Zip Code]

Subject: Renewal Request for Tennessee Driver's License

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

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

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

- A completed application form
- Proof of identity and residency
- Payment for the renewal fee

I would appreciate your assistance in processing my renewal request. If any additional information or documents are needed, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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