

[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: Request for Driver's License Renewal

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 enclosed the required documents, including:

1. A completed driver's license renewal application form
2. A copy of my current driver's license
3. Proof of residency (e.g., utility bill)
4. Payment for the renewal fee

Please let me know if you require any additional information or documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]