

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

Vermont Department of Motor Vehicles

[DMV Address]
[City, State, Zip Code]

Subject: Renewal of Vermont State License

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

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

I have attached the necessary documentation for your review, including my completed application form, proof of identity, and payment for the renewal fee.

Please let me know if you require any additional information or further steps to complete my license renewal application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]