

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

West Virginia Division of Motor Vehicles

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

Subject: Renewal of Driver's License

Dear Sir/Madam,

I am writing to formally request the renewal of my driver's license, which is set to expire on [expiration date]. My full name is [Your Full Name], and my driver's license number is [Your License Number].

I have enclosed the necessary documents, including:

1. A completed application form
2. Proof of identification (copy of current license, etc.)
3. Payment for the renewal fee

Please let me know if any additional information or documentation is required to process my request.

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

Sincerely,

[Your Name]