To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request to Provide Information to Renew the Driving License**

Dear Mr. / Mrs. [Name of the Recipient],

I am [Your Name in Full] from [mention City and State]. I want to let you know that my driving license will expire after the [mention Days] days from this day. Before that, I want to renew my driving license. So, I am writing this letter to request you to kindly provide me with some information related to the renewal of my driving license i.e., what documents I would require to file and what is the procedure for renewal of license, etc.

I hope that you will consider my request and provide me with detailed guidance and information on this matter. You can reach me via the given below contact details.

Thanks a lot!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]