

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

[Date]

[Name of Issuing Authority/Agency]
[Department Name]
[Address]
[City, State, Zip Code]

Subject: Renewal Request for Expired Identification Document - [ID Number]

To Whom It May Concern,

I am writing to formally request the renewal of my [Type of ID, e.g., Driver's License/Passport/State ID], which expired on [Expiration Date].

My personal details are as follows:

- Full Name: [Your Full Name]
- ID Number: [The Expired ID Number]
- Date of Birth: [Your Date of Birth]

I have enclosed the following documents to support my renewal application:

- Completed renewal application form
- A copy of my expired identification
- [List other documents, e.g., Proof of residence, Birth certificate]
- [Payment/Receipt for renewal fee]

Please let me know if any further information or an in-person appointment is required to process this request. Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]