

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Organization Name]
[Organization Address]

Subject: Renewal of Expired Identification - [Your ID Number/Type]

Dear [Recipient Name or Department],

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

Please find the following documents attached to support this renewal application:

- A copy of the expired identification card.
- Proof of residency (e.g., utility bill).
- [List any other required documents].
- Completed renewal application form.

I have also enclosed the required renewal fee of [Amount] in the form of [Payment Method].

Please let me know if any further information or an in-person appointment is required to complete this process. I look forward to receiving my updated identification card shortly.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]