

# Driving License Replacement Explanation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Department of Motor Vehicles]

[Department Address]

[City, State, Zip Code]

Dear [DMV Official's Name],

I am writing to provide an explanation regarding the replacement process for my driving license, which I lost on [date of loss]. I have taken the necessary steps to report the loss and gather the required documentation to facilitate the replacement.

To expedite the process, I have enclosed the following documents:

- Copy of my identification
- Completed application form for license replacement
- Proof of residency
- Payment receipt for the replacement fee

I would appreciate your assistance in processing my request as soon as possible. If you require any further information, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]