

Driving License Reissuance Reminder

Dear [Recipient's Name],

This is a friendly reminder that your driving license is set to expire on [Expiration Date]. To ensure you are able to continue driving legally, please take the necessary steps to reissue your driving license before that date.

To reissue your license, please visit your nearest [Department of Motor Vehicles/Relevant Authority] office or check our website for online reissuance options. Make sure to have the required documents ready, including:

- Proof of identity
- Current license
- Payment for fees

If you have already reissued your license, please disregard this notice. If you have any questions, feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]