

# Driving Permit Renewal Reminder

Dear [Recipient Name],

This is a friendly reminder that your driving permit is set to expire on [Expiration Date]. We encourage you to complete the renewal process before this date to avoid any inconvenience.

Please visit our website or your local DMV office to initiate the renewal. Ensure you have all the required documents and fees ready.

If you have already renewed your permit, please disregard this notice. For any questions, feel free to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]