

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Reminder to Employee to Renew Drivers License

Dear :

Our files show that your Driver's License will expire on {Date}. Due to the responsibilities of your occupation, it is important that you do not allow your license to expire. Please forward us a copy of your new driver's license when you renew it.

Thank you for your cooperation in this matter. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E