[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: REMINDER TO RENEW DRIVER'S LICENCE**

Dear [CONTACT NAME],

Just a friendly reminder that your Drivers Licence is due to expire on [DATE].  
  
As you know, because you drive one of the company vehicles, it is imperative that you have a valid Drivers Licence. Please ensure that you apply for your new Drivers licence before your current one expires.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]