

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

DVLA

Swansea

SA99 1BD

Dear Sir/Madam,

Subject: Request for Vehicle Registration Update

I am writing to request an update to my vehicle registration details.

Vehicle Details:

- Registration Number: [Your Vehicle Registration Number]
- Make and Model: [Your Vehicle Make and Model]
- VIN: [Vehicle Identification Number]

I have recently moved to a new address, and I would like to update the registration record to reflect this change.

New Address:

[Your New Address]
[City, Postcode]

I have enclosed a copy of my [proof of address/document, if applicable] for your reference.

Please let me know if you require any further information or documentation to process this request.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]