

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

Driver and Vehicle Licensing Agency  
DVLA  
Swansea  
SA99 1BA

Dear Sir/Madam,

Subject: Vehicle Registration Application for [Vehicle Make and Model] -  
[Registration Number if applicable]

I am writing to request the registration of my vehicle with the details below:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Vehicle Year: [Year]
- VIN (Vehicle Identification Number): [VIN]
- Engine Number: [Engine Number]
- Colour: [Colour]
- Previous Registration (if applicable): [Previous Registration]

Please find enclosed the necessary documents to support my application, including:

1. Proof of identity (e.g., copy of driving license or passport)
2. Proof of address (e.g., utility bill or bank statement)
3. Purchase invoice (if applicable)
4. Any other relevant documents

I would appreciate your prompt attention to this matter, and I look forward to receiving my vehicle registration details soon.

Thank you for your assistance.

Yours faithfully,

[Your Signature (if sending a hard copy)]

[Your Printed Name]