

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

DVLA

Swansea

SA99 1BA

Dear Sir/Madam,

Subject: Vehicle Tax Renewal for [Your Vehicle Registration Number]

I am writing to request the renewal of the vehicle tax for my vehicle,
details of which are provided below:

- Vehicle Registration Number: [Your Vehicle Registration Number]
- Make and Model: [Vehicle Make and Model]
- Current Tax Expiry Date: [Current Expiry Date]

I have enclosed the necessary payment (if applicable) and any required
documents for your reference.

Please let me know if you need any further information to process my
request.

Thank you for your assistance.

Yours faithfully,

[Your Signature (if sending a hard copy)]

[Your Printed Name]