

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Department of Motor Vehicles]
[Office Address]
[City, State, Zip Code]

Subject: Vehicle Registration Update

Dear [Recipient's Name or "Vehicle Registration Department"],
I am writing to notify you of an update regarding the registration of my vehicle, details as follows:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Year of Manufacture: [Year]
- VIN: [Vehicle Identification Number]
- Current Registration Number: [Current Registration Number]

I would like to update my registration to reflect the following changes:

- New Address: [New Address]
- Change in Vehicle Ownership: [Yes/No, if applicable]
- Other Changes: [Any additional information]

Attached are the necessary documents to support this update, including [list documents, e.g., proof of address, bill of sale, etc.].

Please let me know if you require any additional information or documentation.

Thank you for your assistance.

Sincerely,

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