

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

[Department of Motor Vehicles or Relevant Authority]  
[Address]  
[City, State, Zip Code]

Subject: Request for Replacement of Lost Vehicle Registration

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request a replacement for my lost vehicle registration. The details of my vehicle are as follows:

- Make: [Your Vehicle Make]
- Model: [Your Vehicle Model]
- Year: [Year of Your Vehicle]
- Vehicle Identification Number (VIN): [Your VIN]
- License Plate Number: [Your License Plate Number]

I have searched extensively for the original registration, but unfortunately, I have been unable to locate it.

I understand that there may be a fee associated with the replacement of the registration, and I am willing to cover any necessary costs. Please inform me of the next steps in this process.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

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