

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

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

Subject: Request for Temporary Vehicle Registration

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

I am writing to request a temporary vehicle registration for my vehicle, details of which are as follows:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- VIN: [Vehicle Identification Number]
- License Plate Number: [Current Plate Number if applicable]

I recently purchased this vehicle and am in the process of completing the necessary paperwork for permanent registration. Due to [brief explanation for the request, e.g., "delays in obtaining the required documents"], I am unable to register the vehicle permanently at this time.

I kindly request a temporary registration valid for [duration needed, e.g., "30 days"] to allow me to use my vehicle legally during this period.

Attached are copies of the relevant documents, including [list any attached documents, e.g., "purchase agreement, proof of insurance, and identification"].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]