

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

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

Subject: Vehicle Registration Update

Dear [Recipient's Name or "To Whom It May Concern"],  
I am writing to request an update to the registration details of my vehicle. Below are the necessary details for your reference:

**\*\*Vehicle Information:\*\***

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year: [Vehicle Year]
- VIN: [Vehicle Identification Number]
- License Plate Number: [License Plate Number]

**\*\*Update Information:\*\***

- Current Registered Address: [Old Address]
- New Registered Address: [New Address]

Please find attached the following documents to assist with this update:

1. Proof of residence (e.g., utility bill, lease agreement)
2. Copy of my driver's license
3. Any other relevant documents

I appreciate your attention to this matter and look forward to your prompt response. Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,

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