

[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 Cancellation Request

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

I am writing to formally request the cancellation of the registration for my vehicle with the following details:

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

The reason for this cancellation is [reason for cancellation, e.g., sold the vehicle, total loss, etc.].

Please process this request at your earliest convenience. I would appreciate receiving a confirmation of the cancellation and any further steps I need to take.

Thank you for your assistance.

Sincerely,

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