

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

[Recipient Name]  
[Department/Agency Name]  
[Address]  
[City, State, ZIP Code]

Subject: Request for Vehicle Registration Exemption

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an exemption from the vehicle registration requirements for my [type of vehicle, e.g., motorcycle, car, etc.], with the license plate number [license plate number].

[Explain the reason for your request, including any relevant circumstances, such as financial hardship, medical condition, or other justifications.]

I have attached [mention any supporting documents, e.g., proof of income, medical records, etc.] to provide additional context for my situation.

I appreciate your consideration of my request and would be grateful for any assistance you can provide.

Thank you for your time and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]