

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

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

Subject: Vehicle Registration Renewal Request

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

I am writing to request the renewal of my vehicle registration for the following vehicle:

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

I understand that my registration is set to expire on [Expiration Date], and I wish to complete the renewal process as soon as possible. Please find enclosed [mention any enclosed documents, e.g., renewal form, payment, etc.].

If any additional information or documentation is required, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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