

[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

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

I am writing to request the renewal of my vehicle registration for
[Vehicle Make, Model, Year] with license plate number [License Plate
Number].

Enclosed are the necessary documents and payment for the renewal fee.

Thank you for your assistance.

Sincerely,

[Your Signature (if mailing)]

[Your Printed Name]