

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

[Department of Motor Vehicles/Vehicle Registration Office]
[Office Address]
[City, State, ZIP Code]

Subject: Vehicle Registration Renewal Request

Dear [Recipient's Name/Title],

I hope this letter finds you well. I am writing to request the renewal of my vehicle registration for my [Vehicle Make, Model, Year] with VIN [Vehicle Identification Number].

The current registration is set to expire on [Expiration Date], and I would like to ensure that my vehicle remains properly registered.

Enclosed with this letter are the necessary documents for the renewal process, including:

1. Completed vehicle registration renewal application form
2. Payment for the renewal fee (check/money order)
3. Copy of the current registration
4. [Any other required documents]

Please let me know if you require any additional information or documentation. I appreciate your assistance in processing this renewal promptly.

Thank you for your attention to this matter.

Sincerely,

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