

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

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

Subject: Request for Extension on Vehicle Registration Renewal

Dear [DMV Office/Specific Person's Name],

I hope this message finds you well. I am writing to inform you about my delayed vehicle registration renewal for my vehicle, [Vehicle Make, Model, Year], with license plate number [License Plate Number].

Due to [briefly explain the reason for the delay, e.g., unforeseen circumstances, financial issues, etc.], I was unable to complete the renewal process by the deadline of [original deadline date].

I kindly request an extension for the registration renewal and any guidance on how to proceed under these circumstances. I value the importance of keeping my vehicle registration up-to-date and am committed to resolving this matter promptly.

Thank you for your understanding and assistance. I look forward to your favorable reply.

Sincerely,
[Your Name]