

[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 [Recipient's Name or "To Whom It May Concern"],

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

- **Make:** [Vehicle Make]
- **Model:** [Vehicle Model]
- **Year:** [Vehicle Year]
- **VIN:** [Vehicle Identification Number]
- **Current Registration Number:** [Current Registration Number]

My registration is set to expire on [Expiration Date], and I wish to ensure compliance with all state regulations by renewing my registration in a timely manner.

Please find enclosed the necessary documents for the renewal process, including:

1. Completed vehicle registration renewal form
2. Proof of insurance
3. Payment for the renewal fee (check or money order enclosed)

Should you require any additional information or documentation, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

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