

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Department of Motor Vehicles]  
[Address]  
[City, State, ZIP Code]

Subject: Vehicle Registration Renewal Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally 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 current registration is set to expire on [Expiration Date]. I have enclosed all the necessary documentation, including the renewal application form, proof of insurance, and payment for the renewal fee.

Please let me know if you require any additional information or documentation to process my application. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]