

[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 Vehicle Registration Renewal

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

I hope this letter finds you well. I am writing to request the renewal of my vehicle registration for the following vehicle:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- License Plate Number: [Plate Number]

The registration is set to expire on [Expiration Date]. I have enclosed all necessary documents, including the completed renewal application, payment for the renewal fee, and proof of insurance.

Please let me know if there are any additional requirements or if further information is needed. 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]