

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

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

Subject: Vehicle Registration Renewal Application

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

I am writing to formally request the renewal of my vehicle registration for my [make and model of the vehicle] with the license plate number [license plate number].

The details of my vehicle are as follows:

- Vehicle Identification Number (VIN): [VIN]
- Year: [Year]
- Color: [Color]

I have enclosed the necessary documents for the renewal process, including:

1. Completed registration renewal form
2. Payment for the renewal fee
3. Proof of insurance
4. Any additional required documents

Please let me know if you need any further information. I appreciate your assistance in this matter and look forward to your prompt attention to my request.

Thank you for your support.

Sincerely,

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