

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

Dear [Recipient's Name],

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

- **Vehicle Make and Model:** [Make/Model]
- **Vehicle Identification Number (VIN):** [VIN]
- **Registration Number:** [Registration Number]

My current registration is set to expire on [Expiration Date]. I have included all necessary documents required for the renewal process, including:

1. Completed vehicle registration renewal form
2. Proof of insurance
3. Payment for the renewal fee

Please let me know if any additional information is required. I appreciate your assistance with this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,
[Your Name]