

[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 Request

Dear [DMV Official's Name or Title],

I hope this letter finds you well. I am writing to request the renewal of my vehicle registration, as it is approaching its expiration date. Below are the details of my vehicle:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Year: [Year]
- VIN (Vehicle Identification Number): [VIN]
- Current Registration Expiration Date: [Expiration Date]

I have enclosed the necessary documents, including:

1. Completed registration renewal application form
2. Payment for renewal fee (check/money order)
3. Proof of insurance
4. Any additional required documents

Please let me know if there are any further actions needed on my part. I appreciate your assistance in processing this request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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