

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

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

Subject: Vehicle Registration Renewal Notification

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a notification for the upcoming renewal of my vehicle registration. Below are the details of my vehicle:

- \*\*Vehicle Make:\*\* [Make]
- \*\*Vehicle Model:\*\* [Model]
- \*\*Year:\*\* [Year]
- \*\*VIN:\*\* [Vehicle Identification Number]
- \*\*Current Registration Expiration Date:\*\* [Expiration Date]

I kindly request the necessary information and instructions to complete the renewal process. Please let me know if there are any forms, fees, or additional requirements I should be aware of.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]