

[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 "To Whom It May Concern"],

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

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

I have attached the necessary documents, including:

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

Please let me know if you require any additional information or documentation. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]