

[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 [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to request the renewal of my vehicle registration for my [Vehicle Make, Model, Year], with the Vehicle Identification Number (VIN): [VIN Number]. My current registration is set to expire on [Expiration Date].

Please find enclosed the necessary documents, including:

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

I kindly ask that you process my request at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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