

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

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

Subject: Request for Vehicle Registration Renewal

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

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

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Current Registration Number: [Registration Number]

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

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

Please let me know if any additional information or documents are required to complete the renewal process. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

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