

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

[Department of Motor Vehicles]
[Department Address]
[City, State, ZIP Code]

Subject: Vehicle Registration Renewal Application

Dear [DMV Official/Department Name],

I am writing to request the renewal of my vehicle registration for my [Vehicle Make, Model, Year]. Below are the vehicle details for your reference:

- Vehicle Identification Number (VIN): [XXXXXX]
- License Plate Number: [XXXXXX]
- Registration Expiration Date: [MM/DD/YYYY]

I have enclosed [any applicable documents: proof of insurance, payment for renewal fee, previous registration, etc.]. Please let me know if you require any additional information or documentation to process my application.

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

Sincerely,

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