

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

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

Subject: Request for Vehicle Registration Renewal

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 [Make, Model, Year of Vehicle], with the registration number [Registration Number].

The details of the vehicle are as follows:

- Owner's Name: [Your Name]
- Vehicle Identification Number (VIN): [VIN]
- Current Registration Expiration Date: [Expiration Date]

I have enclosed the necessary documents, including:

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

Please let me know if any further information is required. I look forward to your prompt assistance in processing my request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]