

[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

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

I am writing to request the renewal of my vehicle registration for my [make and model of vehicle], with the VIN [Vehicle Identification Number]. My current registration is set to expire on [expiration date]. Attached, please find the necessary documents including:

1. Completed registration renewal form
2. Payment for renewal fees
3. Proof of insurance
4. Any other required documentation

I appreciate your prompt attention to this matter and look forward to receiving confirmation of my vehicle's renewed registration.

Thank you for your assistance.

Sincerely,

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