

[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 the following vehicle:

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

Please find enclosed the necessary documents and payment for the renewal process.

Thank you for your assistance.

Sincerely,

[Your Name]