

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

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

Subject: Renewal of Vehicle Registration

Dear [DMV Officer/Registrar's Name],

I am writing to request the renewal of my vehicle registration for my [Make and Model of Vehicle], with the license plate number [License Plate Number]. My current registration is set to expire on [Expiration Date]. Please find enclosed the required documents, including:

1. Completed renewal application form
2. Payment for the renewal fee
3. Proof of insurance
4. Any additional documents as required

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]