

[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 Request

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 the following vehicle:

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

Enclosed are the necessary documents, including my previous registration, proof of insurance, and payment for the renewal fee.

Please let me know if you need any additional information or documents to process my request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]