

[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 [DMV Official/Recipient's Name],

I hope this letter finds you well. 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]
- \*\*License Plate Number:\*\* [License Plate Number]

My current registration is set to expire on [Expiration Date]. I have enclosed a check for the renewal fee of [Amount] and any additional documents required for the renewal process.

Please let me know if you require any further information or documentation. Thank you for your assistance.

Sincerely,

[Your Name]  
[Signature (if mailing)]