

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Department of Motor Vehicles]
[Office Address]
[City, State, ZIP Code]

Subject: Request for Vehicle Registration Renewal

Dear [Recipient's Name or "Motor Vehicle Department"],
I hope this letter finds you well. I am writing to formally request the renewal of my vehicle registration for my [make, model, year of vehicle], with the registration number [registration number].
Due to [brief explanation of circumstances, if applicable], I was unable to complete the renewal process before the deadline. I kindly ask for your assistance in facilitating the renewal of my vehicle registration. Please find attached any necessary documents, including my identification, proof of insurance, and payment for the renewal fee. Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]