

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

Subject: Vehicle Registration Verification Request

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to request verification of the vehicle registration for my [Make, Model, Year] with the VIN [Vehicle Identification Number].

Details of the vehicle are as follows:

- Owner's Name: [Your Name]
- License Plate Number: [License Plate Number]
- Registration Number: [Registration Number]

I kindly ask that you confirm the registration status of the vehicle mentioned above and provide any relevant details. I am seeking this confirmation for [reason for verification, e.g., loan application, sale of vehicle, personal record, etc.].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]