

[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 Waiver of Late Vehicle Registration Fee

Dear [Recipient's Name or Title],

I hope this letter finds you well. I am writing to formally request a waiver of the late registration fee for my vehicle, [Vehicle Make, Model, Year], with the VIN [Vehicle Identification Number].

Due to [brief explanation of the circumstances that led to the delay, e.g., unforeseen circumstances, medical issues, etc.], I was unable to complete the registration by the deadline of [original deadline date]. I understand the importance of timely registration and have always strived to adhere to the regulations.

I kindly ask for your understanding and consideration of my situation. I have enclosed any supporting documents that may assist in reviewing my request.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]