

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

Vermont Department of Motor Vehicles

[DMV Address]
[City, State, Zip Code]

Subject: Request for Permit Renewal

Dear [DMV Contact/Manager's Name],

I hope this letter finds you well. I am writing to request the renewal of my driving permit, which is set to expire on [expiration date]. My permit number is [your permit number].

Enclosed with this letter, I have included the necessary documentation as per the requirements for permit renewal, which includes:

- A completed permit renewal application form
- Payment for the renewal fee
- A copy of my identification documents
- Any additional documents required

Please let me know if there are any further steps I need to take or additional information needed to process my renewal request. I appreciate your assistance with this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]