

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

West Virginia Division of Motor Vehicles

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

Subject: Request for West Virginia License Renewal

Dear [Recipient's Name or "Director of the Division of Motor Vehicles"],  
I hope this letter finds you well. I am writing to formally request the  
renewal of my West Virginia driver's license, which is set to expire on  
[expiration date].

My details are as follows:

- Full Name: [Your Full Name]
- License Number: [Your License Number]
- Date of Birth: [Your Date of Birth]

I have attached the necessary documents for your review, including my  
completed renewal application, proof of residence, and payment for the  
renewal fee.

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

Sincerely,

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