

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

West Virginia Division of Motor Vehicles

[DMV Office Address]
[City, State, ZIP Code]

Subject: Application for Driver's License Renewal

Dear Sir/Madam,

I am writing to formally request the renewal of my West Virginia driver's license, which is due to expire on [Expiration Date]. My current driver's license number is [Your License Number].

Enclosed with this letter, please find the required documents for my application:

1. A completed driver's license renewal application form
2. A copy of my current driver's license
3. Proof of identification (e.g., passport, utility bill)
4. Payment for renewal fee

I would appreciate your prompt attention to my request and look forward to your response. If you require any additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,
[Your Name]