

[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: License Renewal Request

Dear [DMV Office/Specific Person's Name],

I am writing to request the renewal of my West Virginia driver's license.

My current license, number [Your License Number], is set to expire on
[Expiration Date].

I have attached the required documents, including:

1. A copy of my current driver's license
2. Proof of residency (e.g., utility bill, lease agreement)
3. Any additional documents as specified

Please let me know if you require any further information or
documentation. I would appreciate your prompt attention to this matter
and look forward to your response.

Thank you for your assistance.

Sincerely,

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