

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

West Virginia Division of Motor Vehicles

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

Subject: Request for West Virginia License Renewal

Dear DMV Clerk,

I hope this letter finds you well. I am writing to request the renewal of my West Virginia driver's license, which is set to expire on [Expiration Date]. My full name is [Your Full Name], and my current license number is [License Number].

I have enclosed the necessary documents, including:

- A completed license renewal application
- A copy of my current driver's license
- Proof of residency
- Payment for the renewal fee

If you require any additional information or documentation, please feel free to contact me at the phone number or email listed above. Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]