

[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: Request 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 set to expire on [Expiration Date]. My current driver's license number is [License Number].

Please find enclosed any required documents, including [list any enclosed documents, e.g., proof of identity, proof of residency, completed renewal application form].

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]