

[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]

Dear West Virginia DMV,

Subject: Driver License Renewal Application

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 current license number is [license number]. I have attached all necessary documentation required for the renewal process, including [list any enclosed documents such as identification, proof of residency, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]