

[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]

Dear West Virginia DMV Team,

I hope this message finds you well. I am writing to request the renewal of my driver's license, which is set to expire on [Expiration Date].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Current License Number: [Your License Number]

I have attached the necessary documents required for renewal, including proof of residency and identification. Should you need any further information, please feel free to reach me at the contact details provided above.

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

Sincerely,
[Your Name]