

[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 [DMV Official's Name or "To Whom It May Concern"],
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 license number is [License Number].

Enclosed with this letter are the necessary documents required for the renewal process, including:

- A completed license renewal application
- Proof of identity (e.g., birth certificate or passport)
- Proof of residency (e.g., utility bill or lease agreement)
- Payment for the renewal fee

If any additional information or documentation is needed, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. 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)]
[Your Date of Birth]