

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

West Virginia Division of Motor Vehicles

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

Subject: Renewal of West Virginia Driver's License

Dear [Licensing Office/Specific Person's Name],  
I am writing to request the renewal of my West Virginia driver's license,  
which is due to expire on [Expiration Date]. My current license number is  
[License Number].

Please find the required documents enclosed with this correspondence:

1. A completed renewal application form
2. Proof of identity (e.g., copy of birth certificate, passport)
3. Payment for the renewal fee (check/money order)
4. Any additional documentation as required

I appreciate your assistance in processing my renewal request. If you  
need any further information or documentation, please do not hesitate to  
contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]