

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

West Virginia Division of Motor Vehicles

[Local DMV Office Address or P.O. Box]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: License Renewal Application

I hope this letter finds you well. I am writing to request the renewal of my driver's license, which is set to expire on [expiration date]. My license number is [license number].

Enclosed with this letter, you will find the following documents necessary for the renewal process:

1. Completed license renewal application form
2. Copy of my current driver's license
3. Proof of residency (e.g., utility bill)
4. Payment for renewal fee

I appreciate your assistance with this matter and look forward to receiving my renewed license at your earliest convenience. If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]