

[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: Driver's License Renewal Application

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally request the renewal of my West Virginia driver's license, which is set to expire on [expiration date].

My details are as follows:

- Full Name: [Your Full Name]
- Driver's License Number: [Your License Number]
- Date of Birth: [Your Date of Birth]

I have included the necessary supporting documents along with this letter, including:

- A copy of my current driver's license
- Proof of residency
- [Any other required documents]

Please let me know if there are any further requirements or forms to complete for the renewal process.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]