

[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: License Renewal Application

Dear [DMV Official's Name or "To Whom It May Concern"],
I am writing to request the renewal of my West Virginia driver's license,
which is set to expire on [expiration date]. My personal 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 enclosed the necessary documents for the renewal process,
including:

1. A completed renewal application form
2. Payment for renewal fees
3. [Any other required documents, e.g., proof of residency,
identification, etc.]

Please let me know if further information is needed. I appreciate your
assistance with this matter and look forward to receiving my renewed
license.

Thank you for your attention to this request.

Sincerely,

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