

**\*\*West Virginia Driver's License Renewal Template\*\***

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**\*\*[Your Name]\*\***

**\*\*[Your Address]\*\***

**\*\*[City, State, ZIP Code]\*\***

**\*\*[Email Address]\*\***

**\*\*[Phone Number]\*\***

**\*\*[Date]\*\***

**\*\*West Virginia Department of Motor Vehicles\*\***

**\*\*[Local DMV Office Address]\*\***

**\*\*[City, State, ZIP Code]\*\***

Subject: Driver's License Renewal Application

Dear [DMV Representative'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]. Below are my details for your reference:

- **\*\*Full Name:\*\*** [Your Full Name]
- **\*\*Date of Birth:\*\*** [Your Date of Birth]
- **\*\*Current Driver's License Number:\*\*** [Your DL Number]
- **\*\*Address:\*\*** [Your Current Address]

To facilitate the renewal process, I have included the following documents:

1. **\*\*Completed Driver's License Renewal Application Form\*\*** (attached).
2. **\*\*Proof of Identity\*\*** (copy of [specify accepted document, e.g., birth certificate, passport]).
3. **\*\*Payment for Renewal Fee\*\*** (check/money order/cash, as applicable).
4. **\*\*Proof of Residency\*\*** (e.g., utility bill, lease agreement).

Please let me know if any additional information is required. I appreciate your assistance and look forward to receiving my renewed driver's license soon.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

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**\*\*Attachments:\*\***

- Driver's License Renewal Application Form
- Proof of Identity
- Payment for Renewal Fee
- Proof of Residency