

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

West Virginia Department of Motor Vehicles

[Local DMV Office Address]
[City, State, Zip Code]

Dear West Virginia DMV,

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

My current information is as follows:

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

Enclosed with this letter are the required documents, including:

1. A copy of my current driver's license
2. Proof of residency
3. Payment for the renewal fee

I appreciate your assistance with this matter and look forward to receiving my renewed driver's license promptly. If you need any further information or documents, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this request.

Sincerely,

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