

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

West Virginia Division of Motor Vehicles

[Local DMV Address]
[City, State, ZIP Code]

Subject: Request for Driver's License Renewal

Dear [DMV Official'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 due to expire on [Expiration Date]. My current license number is [Your License Number].

Enclosed with this letter, you will find the required documents to support my renewal application, including:

1. A completed driver's license renewal application form
2. Proof of identity (e.g., [List the documents you are including, e.g., birth certificate, passport])
3. Payment for renewal fee [indicate payment method, e.g., check, money order]

Please let me know if you require any additional information or documents to process my request. I appreciate your assistance with my license renewal.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Driver's License Number]