

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

West Virginia Division of Motor Vehicles
[DMV Office Address]
[City, State, Zip Code]

Subject: Renewal of Driver's License/Vehicle Registration

Dear [DMV Official's Name or "To Whom It May Concern"],
I am writing to request the renewal of my [driver's license or vehicle
registration] which is due to expire on [expiration date].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Driver's License Number (if applicable): [Your Driver's License Number]
- Vehicle Registration Number (if applicable): [Your Vehicle Registration
Number]

I have enclosed the following documents for your review:

1. Completed renewal form
2. [Copy of identification or other required documents]
3. Payment for renewal fee

Please let me know if you need any further information or if there are
additional steps required in this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]