

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

West Virginia Division of Motor Vehicles

[Address of the DMV Office]
[City, State, ZIP Code]

Subject: Application for Driver's License Renewal

Dear Sir/Madam,

I am writing to formally request the renewal of my West Virginia driver's license, which is set to expire on [expiration date]. My current license number is [license number].

Please find enclosed the completed application form along with necessary documents, including proof of identity, residency, and payment for the renewal fee.

I appreciate your assistance in processing my renewal application. Should you need any further information or documentation, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to receiving my renewed driver's license soon.

Sincerely,
[Your Name]