

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

Department of Motor Vehicles  
Address of the DMV  
City, State, Zip Code

Dear [DMV Official's Name],

I am writing to formally appeal the decision regarding the renewal of my vehicle registration for my [Vehicle Make, Model, Year] with the license plate number [License Plate Number].

Due to [briefly explain the reason for the appeal, e.g., "recent unforeseen circumstances that prevented timely registration"], I was unable to complete the registration renewal process by the due date. I have attached relevant documentation to support my appeal.

I would greatly appreciate your reconsideration of my application, as I rely on my vehicle for daily commuting and other necessities.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]