

Application for Vehicle Import Permit Renewal

Date: [Insert Date]

To,

The Officer In Charge,

[Department/Agency Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Application for Renewal of Vehicle Import Permit

Dear Sir/Madam,

I am writing to formally request the renewal of my vehicle import permit for the vehicle with the following details:

- Vehicle Make: [Insert Make]
- Vehicle Model: [Insert Model]
- Vehicle Year: [Insert Year]
- VIN: [Insert Vehicle Identification Number]
- Current Permit Number: [Insert Current Permit Number]

My existing permit is set to expire on [Insert Expiry Date], and I have attached all necessary documentation for your review. This includes:

- Copy of the current vehicle import permit
- Proof of vehicle ownership
- Completed renewal application form
- Payment receipt for renewal fees

I would appreciate your assistance in processing my application at your earliest convenience. If you require any further information or documents, please do not hesitate to contact me at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]