

Vehicle Registration Renewal Application

Date: [Insert Date]

To,

[Authority's Name]
[Authority's Position]
[Department/Office Name]
[Address of the Authority]

Subject: Application for Vehicle Registration Renewal

Dear [Authority's Name],

I am writing to formally request the renewal of the registration for my vehicle, details of which are provided below:

Vehicle Details:

Make: [Vehicle Make]
Model: [Vehicle Model]
Year: [Year of Manufacture]
VIN: [Vehicle Identification Number]
Registration Number: [Current Registration Number]

I, [Your Full Name], am the registered owner of the vehicle mentioned above. The registration is set to expire on [Expiration Date]. I kindly request your assistance in processing my application for renewal.

Please find attached the required documents including the previous registration certificate and proof of insurance.

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

Sincerely,
[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]