

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for FVC (Full Vehicle Certificate)

I hope this message finds you well. I am writing to formally request the issuance of a Full Vehicle Certificate (FVC) for my vehicle, details of which are as follows:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Year of Manufacture: [Year]
- VIN (Vehicle Identification Number): [VIN]

The purpose of this request is to [briefly explain the reason for the FVC request, e.g., registration, sale, etc.].

Please let me know if any additional information or documentation is required to process my request. I would appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]