

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

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization/Company Address]
[City, State, ZIP Code]

Subject: Request for RC (Registration Certificate)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of a Registration Certificate (RC) for [mention the purpose, e.g., my vehicle, my business, etc.].

Details are as follows:

- Name: [Your Name]
- Address: [Your Address]
- Registration Number (if applicable): [Registration Number]
- Date of Registration: [Date]
- Any other relevant details: [Additional Information]

I have attached the necessary documents required for this request, including [list any documents you are enclosing, e.g., proof of identity, previous registration, etc.].

I would appreciate your prompt attention to this matter and look forward to your positive response. If you need any further information, please feel free to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your assistance.

Sincerely,

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