

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

The Regional Transport Office

[Office Address]
[City, State, Zip Code]

Subject: Request for RC (Registration Certificate) Issuance for Vehicle

Dear Sir/Madam,

I am writing to request the issuance of the Registration Certificate (RC) for my vehicle on the basis of the following details:

- Vehicle Make & Model: [Vehicle Make & Model]
- Vehicle Identification Number (VIN): [VIN]
- Registration Number: [Registration Number]
- Date of Purchase: [Date of Purchase]
- Owner's Name: [Owner's Name]
- Owner's Address: [Owner's Address]

I have enclosed all necessary documents, including the vehicle purchase invoice, proof of identity, and other required forms.

I kindly request you to process my application at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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