

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Institution/Organization Name]  
[Institution/Organization Address]  
[City, State, Zip Code]

Subject: Request for RC Transfer Process

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transfer of my Record Cards (RC) from [Current Institution/Organization Name] to [New Institution/Organization Name].

Details of my current enrollment are as follows:

- Name: [Your Full Name]
- Student ID: [Your Student ID]
- Course/Program: [Your Course/Program Name]
- Duration of Study: [Start Date] to [End Date]

I would appreciate your guidance on the necessary steps to facilitate this transfer process. Please inform me of any required documentation or actions I need to undertake to expedite this request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]