

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

[Receiver's Name]
[Receiver's Address]
[City, State, Zip Code]

Subject: Request for Transfer of Ownership of RC

Dear [Receiver's Name],

I hope this letter finds you well. I am writing to formally request the transfer of ownership of the Registration Certificate (RC) for my vehicle. Below are the details pertaining to the vehicle and my request:

- Vehicle Make and Model: [Make and Model]
- Vehicle Registration Number: [Registration Number]
- Chassis Number: [Chassis Number]
- Engine Number: [Engine Number]
- Current Owner's Name: [Your Name]
- New Owner's Name: [New Owner's Name]

I would like to request that the ownership be transferred to [New Owner's Name] as of [Date]. The reason for this transfer is [brief reason for transfer, e.g., sale of the vehicle, gift, etc.].

Enclosed are the necessary documents for the transfer:

1. Original Registration Certificate
2. Form 29 and Form 30 duly filled
3. Copy of [Your ID / New Owner's ID]
4. [Any other relevant documents]

Please let me know if any additional information or documentation is required. I look forward to your prompt response regarding the processing of this transfer.

Thank you for your attention to this matter.

Sincerely,

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