

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

[Recipient's Name]  
[Authority's Title]  
[Authority's Office/Department]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Transfer of Registration Certificate

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my Registration Certificate (RC) for my vehicle, [Vehicle Make, Model, and Registration Number], due to [reason for transfer, e.g., change of residence, sale of vehicle, etc.].

The details of my vehicle are as follows:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Registration Number: [Number]
- Chassis Number: [Chassis Number]
- Engine Number: [Engine Number]

I have attached all necessary documents to support my request, including:

- Copy of the current Registration Certificate
- Copy of my identification proof
- Address proof
- [Any other relevant documents]

I kindly request you to process this transfer at your earliest convenience. If there are any further requirements or fees, please let me know.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]