

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Request for Transfer of RC

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 and Model], with registration number [Registration Number], currently registered under my name.

Due to [reason for transfer, e.g., relocation, change of ownership], I am requesting that the RC be processed for transfer to [new owner's name or new address, if applicable].

Please find attached the required documents for your reference:

1. Copy of my ID proof
2. Copy of the current RC
3. [Any additional documents, if necessary]

I would appreciate your assistance in expediting this process as I need to [mention any urgency if applicable].

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

Sincerely,

[Your Name]

[Signature, if sending a hard copy]