

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for RC Transfer

I hope this letter finds you well. I am writing to formally request the transfer of my Registration Certificate (RC) for my vehicle, with details as follows:

- Vehicle Make and Model: [Make and Model]
- Vehicle Registration Number: [Registration Number]
- Current Registered Owner: [Your Name]
- New Registered Owner: [New Owner's Name]
- Reason for Transfer: [Brief Explanation]

I have attached the necessary documents to facilitate this process, including:

1. Copy of the current Registration Certificate
2. Copy of the vehicle's insurance policy
3. NOC from the financier (if applicable)
4. Proof of address of the new owner

I kindly request you to initiate the transfer process at your earliest convenience. Should you require any further information or clarification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]