

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: RC Transfer Confirmation

I am writing to confirm the transfer of the Registration Certificate (RC) for the vehicle with the following details:

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

The transfer was initiated on [Transfer Date] and has been successfully processed as of [Confirmation Date]. Please find attached a copy of the transfer documentation for your records.

Should you have any questions or require further information, 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)]