

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

[Recipient Name]
[Recipient's Position]
[Organization/Company Name]
[Organization Address]
[City, State, Zip Code]
Subject: RC Transfer Notification

Dear [Recipient Name],
I hope this letter finds you well. I am writing to formally notify you about the transfer of [RC Holder's Name], who is registered under [RC Number] from [Current Address] to [New Address]. The transfer will take effect on [Effective Date]. Please update your records accordingly.
If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position] (if applicable)
[Your Organization/Company Name] (if applicable)