

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

To

The Registrar,  
[Institution Name]  
[Institution Address]  
[City, State, ZIP Code]

Subject: Request for Transfer of Registration Certificate

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my Registration Certificate (RC) from [Current Institution Name] to [New Institution Name].

Details:

- Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Course: [Your Course Name]
- Current Institution: [Current Institution Name]
- New Institution: [New Institution Name]

The reason for this transfer is [brief reason for the transfer, e.g., change of residence, better course offerings, etc.]. I would appreciate your assistance in facilitating this process.

Please let me know if there are any forms or additional information required to complete this transfer.

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]