

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

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

Subject: Request for RC Transfer

Dear [Bank Manager's Name],

I am writing to request the transfer of my Registered Car (RC) from [Current Bank Name] to [New Bank Name]. Below are the details of my vehicle and the banks involved:

**\*\*Vehicle Details:\*\***

- Vehicle Make and Model: [Make and Model]
- VIN: [Vehicle Identification Number]
- Registration Number: [Registration Number]

**\*\*Current Bank Details:\*\***

- Bank Name: [Current Bank Name]
- Account Number: [Current Account Number]

**\*\*New Bank Details:\*\***

- Bank Name: [New Bank Name]
- Account Number: [New Account Number]

I kindly request your assistance in facilitating this process. Please let me know if any documentation or additional information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]