

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Transfer of RC (Registration Certificate)

I hope this letter finds you well. I am writing to request the transfer of my Registration Certificate (RC) associated with [Your Vehicle Details, e.g., make, model, registration number] to [New Location/State]. I have recently moved to [New Address] and would like to complete the necessary procedures to ensure my vehicle's registration reflects my current residence. Enclosed with this letter are copies of the following documents for your reference:

1. Original Registration Certificate
2. Proof of Address (e.g., utility bill, lease agreement)
3. ID Proof (e.g., driver's license, passport)
4. Form for Registration Transfer (if applicable)
5. Payment receipt for any applicable fees

I kindly request your assistance in processing this transfer at your earliest convenience. Please let me know if there are any additional requirements or forms that need to be filled out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]