

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: RC Renewal Request

Dear [Recipient's Name],

I am writing to formally request the renewal of my [RC type, e.g., vehicle registration] that is due to expire on [expiration date].

Please find the necessary documents attached for processing:

1. Completed renewal form
2. Payment receipt
3. Other required documents

I would appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]