

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Renewal of RC License

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my RC (Registration Certificate) license, which is set to expire on [expiration date].

Please find attached the necessary documents for the renewal process, including:

- Copy of current RC
- Proof of identification
- Payment for renewal fee

I appreciate your prompt attention to this matter and look forward to your confirmation of the renewal. Should you need any further information, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]