

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

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

Dear [Recipient's Name],

Subject: Request for Renewal of Registration Certificate

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

My details are as follows:

- Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Date of Birth: [Your Date of Birth]

I have attached all the necessary documents required for the renewal process, including:

1. Completed renewal application form
2. Copy of my current Registration Certificate
3. Required fees and payment receipt
4. Any other relevant documentation

Please let me know if there are any additional requirements or if further information is needed. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]