

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

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

Subject: RC Renewal Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to request the renewal of my vehicle registration certificate (RC) for my [Vehicle Make, Model, Year] with registration number [Vehicle Registration Number].

Details of the vehicle:

- Owner's Name: [Your Full Name]
- Vehicle Make and Model: [Make and Model]
- Year of Manufacture: [Year]
- Registration Number: [Registration Number]
- Expiration Date: [Current RC Expiration Date]

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

1. Copy of the current RC
2. Proof of address
3. Insurance certificate
4. Pollution Under Control (PUC) certificate

Please let me know if any additional information or documents are required. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]