

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

[Registration Authority Name]
[Authority Address]
[City, State, Zip Code]

Subject: Renewal of Registration Certificate

Dear [Authority Name or "Sir/Madam"],

I am writing to request the renewal of my Registration Certificate (RC) which is due to expire on [Expiration Date].

Details of my registration are as follows:

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

I have attached all necessary documents, including the completed application form, a copy of the current RC, and any additional required paperwork.

I kindly request the prompt processing of my application. Should you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]