

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

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

Dear [Recipient Name],

Subject: Request for Renewal of [RC Type/License Number]

I hope this letter finds you well. I am writing to formally request the renewal of my [RC Type/License Number] that is due for renewal on [Expiration Date].

[Briefly explain your current status, any changes, and reasons for renewal, if applicable.]

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

1. [List of Documents]
2. [List of Documents]
3. [List of Documents]

I appreciate your prompt attention to this matter and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Organization Name, if applicable]