

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

[Department of Motor Vehicles]
[Address]
[City, State, Zip Code]

Subject: Request for Renewal of Vehicle Registration Certificate (RC)

Dear [Recipient's Name or "Sir/Madam"],

I am writing to request the renewal of the Vehicle Registration Certificate for my vehicle. Below are the details of the vehicle:

- Vehicle Make and Model: [Make and Model]
- Vehicle Identification Number (VIN): [VIN]
- Registration Number: [Registration Number]
- Current RC Expiry Date: [Expiry Date]

I have enclosed the necessary documents, including:

1. Copy of the current Vehicle Registration Certificate
2. Valid insurance certificate
3. Pollution Under Control (PUC) certificate
4. Payment for the renewal fee (if applicable)

Please let me know if there are any further requirements or documents needed. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]