

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient's Name]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]
Subject: Application for RC Renewal

Dear [Recipient's Name],
I hope this letter finds you well. I am writing to formally request the renewal of my Registration Certificate (RC) which is set to expire on [expiration date].

My details are as follows:

- Name: [Your Full Name]
- RC Number: [Your RC Number]
- Vehicle Type: [Type of Vehicle]
- Vehicle Registration Number: [Registration Number]

Attached to this letter, you will find the necessary documents required for the renewal process, including:

1. Copy of the current Registration Certificate
2. Proof of identity (e.g., driver's license, passport)
3. Any other relevant documents

I kindly ask for your assistance in processing this renewal at your earliest convenience. If there are any additional requirements or fees needed, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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