

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

[Recipient Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Request for Cancellation of RC

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the cancellation of my [Vehicle Registration Certificate (RC)] associated with the vehicle bearing the registration number [Your Vehicle Registration Number].

The details of the RC are as follows:

- Vehicle Make and Model: [Make and Model]
- Registration Number: [Registration Number]
- Date of Registration: [Date of Registration]

I kindly request that you process this cancellation at your earliest convenience and confirm the status of my request. Should you need any further information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,  
[Your Name]