

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

The Regional Transport Office

[Office Address]
[City, State, Zip Code]

Subject: Application for Cancellation of RC

Dear Sir/Madam,

I am writing to formally request the cancellation of the Registration Certificate (RC) for my vehicle, details of which are as follows:

- Vehicle Make and Model: [Make and Model]
- Vehicle Registration Number: [Registration Number]
- Chassis Number: [Chassis Number]
- Engine Number: [Engine Number]

The reason for the cancellation is [briefly state the reason, e.g., sale of the vehicle, vehicle damage, etc.].

I have attached all necessary documents, including [list any documents you are attaching, e.g., original RC, proof of sale, etc.].

I request you to process my application at the earliest and confirm the cancellation of the RC.

Thank you for your assistance.

Sincerely,
[Your Name]