

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Department/Office Name]

Roads and Transport Authority

[Office Address]

[City, State, Zip Code]

Subject: Application for Vehicle Registration

Dear [Recipient Name],

I am writing to request the registration of my vehicle, details of which are provided below:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Year of Manufacture: [Year]
- Vehicle Identification Number (VIN): [VIN]
- Engine Number: [Engine Number]
- License Plate Number (if applicable): [License Plate Number]

Enclosed with this letter are the required documents for registration, including:

1. Proof of ownership (e.g., purchase invoice)
2. Valid identification (e.g., driver's license or passport)
3. Insurance certificate
4. Compliance with environmental regulations (if applicable)

I kindly request you to process my application and provide me with the necessary registration certificate at your earliest convenience. Should you need any further information or documentation, please feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]