

Letter to Request for Vehicle Registration Transfer

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Name of RTO Officer]
[Address of RTO Office]
[City, State ZIP Code]

Subject: Request for Vehicle Registration Transfer

Dear Sir/Madam,

I am writing to request the transfer of registration of my vehicle [Vehicle Make and Model], Registration Number [Registration Number], from [Old Owner's Name] to my name. I have purchased this vehicle from [Old Owner's Name] on [Date of Purchase].

I have enclosed all the necessary documents required for the transfer, including the original RC book, insurance papers, pollution certificate, and other relevant documents.

I request you to kindly process my application at the earliest and transfer the registration to my name. If you require any further information or documents, please let me know.

Thank you for your assistance.

Yours sincerely,

[Your Name]