
To

The Regional Transport Officer
[Name of RTO Office]
[Office Address]

Subject: Request for Correction in Vehicle Registration Certificate – Vehicle No. **TN01AB1234**

I, **Ravi Kumar**, son of **S. Narayan**, residing at **24, Lakshmi Nagar, Anna Salai, Chennai – 600002**, am writing this petition to request a **correction in the registration certificate of my vehicle bearing registration number TN01AB1234**.

The details of the vehicle are as follows:

- **Vehicle Number:** TN01AB1234
- **Make and Model:** Hyundai – i20
- **Chassis Number:** MALA1234567891011
- **Engine Number:** G4LACU123456
- **Owner Name (As per records):** R. Kumar
- **Owner Name (Correct Name):** Ravi Kumar

I humbly request the RTO office to **update the RC details** as the current name is incorrect due to a clerical error during registration. The correct name, as per my ID and insurance, is "Ravi Kumar".

Attached are the necessary documents in support of my petition:

1. Copy of RC Book
2. Aadhaar Card (ID proof)
3. Affidavit for name correction
4. Vehicle Insurance Copy

5. Pollution Under Control (PUC) Certificate
6. Chassis number imprint photograph
7. Two passport-size photographs
8. Payment receipt for correction processing

I request you to kindly look into the matter and take necessary action at the earliest.

Thanking you in anticipation.

Yours sincerely,

[Signature]

Ravi Kumar

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ravikumar@email.com

Date: 22-05-2025