Greetings team,

I purchased a **[car make & model]** with registration number **[car’s registration number]** that is insured by your organization. The car was previously owned by **[previous owner name]**, who had purchased the car insurance from your organization. The RC has been transferred (or is in the process of being transferred) in my name, **[your name]**. I would like to initiate the transfer of the currently valid car insurance to my name.

As per the requirement, I am attaching the following documents with this email:

* Insurance copy
* RC transfer receipt
* Form 29
* Form 30
* Application form for insurance transfer

Regards,

[Your Name]

[Your mobile no.]