

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]

DVLA

Swansea

SA99 1AR

Subject: Vehicle Transfer Notification

Dear Sir/Madam,

I am writing to inform you of the transfer of ownership of the vehicle detailed below:

****Vehicle Details:****

- Make: [Make of Vehicle]
- Model: [Model of Vehicle]
- Registration Number: [Registration Number]
- VIN (Vehicle Identification Number): [VIN]

****New Owner Details:****

- Name: [New Owner's Name]
- Address: [New Owner's Address]
- City, Postcode: [New Owner's City, Postcode]

I have enclosed the signed V5C registration certificate and any other required documentation to facilitate this transfer.

Please update your records accordingly. Should you need any further information, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]