

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

DVLA

Swansea

SA99 1BA

Dear Sir/Madam,

Re: Notification of Vehicle Sale - [Vehicle Registration Number]

I am writing to inform you that I have sold my vehicle with the registration number [insert registration number] on [insert date of sale].

The details of the new owner are as follows:

Name: [New Owner's Name]

Address: [New Owner's Address]

City, State, Zip Code: [New Owner's City, State, Zip Code]

Please update your records accordingly. I understand that I am no longer responsible for the vehicle from the date of sale.

If you require any further information, please do not hesitate to contact me.

Thank you.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]