

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

To,

The Concerned Authority,
[Authority Name / Department]
[Department Address]
[City, State, ZIP Code]

Subject: E-Way Bill Transfer Request

Dear [Authority Name/To Whom It May Concern],

I am writing to formally request the transfer of the E-Way Bill associated with the shipment detailed below:

- **E-Way Bill Number:** [E-Way Bill Number]
- **Invoice Number:** [Invoice Number]
- **Consignment Details:** [Details of the goods]
- **Origin:** [Origin Address]
- **Destination:** [Destination Address]
- **Transporter:** [Transporter Name and Details]

Due to [reason for transfer request], I kindly ask for the necessary actions to be taken to facilitate the transfer of this E-Way Bill to [New Recipient's Name or New Transporter Details].

I have attached all relevant documents supporting this request, including the current E-Way Bill and any additional documentation required for the transfer process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Designation/Position]
[Your Company Name] (if applicable)
[Company Registration Number] (if applicable)