

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

Driver and Vehicle Licensing Agency (DVLA)
Swansea
SA99 1BN

Dear Sir/Madam,

Subject: Change of Vehicle Ownership - [Vehicle Registration Number]

I am writing to inform you that I have sold my vehicle, registration number [insert vehicle registration number], and request a change of ownership in your records.

Details of the vehicle:

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year of Manufacture: [Year]
- VIN: [Vehicle Identification Number]

Details of the new owner:

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

I have enclosed the completed V5C document and any additional information required for processing this change.

Thank you for your assistance with this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position (if applicable)]

Enclosures: V5C Document