

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

[Recipient Name]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Title Transfer Request for Vehicle

Dear [Recipient Name],

I am writing to request the transfer of the title for my vehicle as detailed below.

**\*\*Vehicle Information:\*\***

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year: [Vehicle Year]
- VIN: [Vehicle Identification Number]
- Current Mileage: [Current Mileage]

**\*\*Seller Information:\*\***

- Name: [Seller's Name]
- Address: [Seller's Address]
- City, State, Zip Code: [Seller's City, State, Zip Code]

**\*\*Buyer Information:\*\***

- Name: [Your Name]
- Address: [Your Address]
- City, State, Zip Code: [Your City, State, Zip Code]

Please find attached the completed title transfer form along with any required documents such as a bill of sale and identification.

I would appreciate your prompt attention to this matter and look forward to receiving the new title at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]