

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Ownership Transfer of [Vehicle Description - Make, Model, Year, VIN]

Dear [Recipient's Name],

I, [Your Name], hereby transfer ownership of the following vehicle to

[Recipient's Name]:

- **Vehicle Make:** [Make]
- **Model:** [Model]
- **Year:** [Year]
- **VIN:** [Vehicle Identification Number]

This transfer is effective as of [Effective Date]. I affirm that the vehicle is free of any liens or encumbrances.

Please find attached any necessary documents for the transfer, including the signed title and bill of sale.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Attachments:

1. Signed Title
2. Bill of Sale
3. [Any other relevant documents]