

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

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

Subject: Transfer of Ownership

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally transfer ownership of [describe the item/property, e.g., "my vehicle with VIN: XYZ123456789"] from myself to you, [Recipient's Name].

The details of the ownership transfer are as follows:

- Item/Property Description: [provide detailed description]
- Current Owner: [Your Name]
- New Owner: [Recipient's Name]
- Transfer Date: [Date of transfer]

Attached to this letter, you will find all necessary documents required for the transfer, including [list any relevant documents, e.g., "the bill of sale, title, and any pertinent records"].

Please sign and return the enclosed copy of this letter to confirm your acceptance of the ownership transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Enclosures: [List of enclosed documents]