

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

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

Subject: Ownership Transfer of Vehicle

Dear [Recipient Name],

I, [Your Name], the undersigned, hereby declare my intention to transfer the ownership of the vehicle detailed below to [Recipient Name].

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

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year: [Vehicle Year]
- VIN: [Vehicle Identification Number]
- License Plate Number: [License Plate Number]

I confirm that I am the legal owner of the above-mentioned vehicle, and I am transferring all rights and responsibilities associated with it to [Recipient Name]. The transfer is effective as of [Date of Transfer]. Both parties acknowledge and agree that the transfer of ownership will be completed upon the signing of this letter and any necessary paperwork in accordance with state law.

Please find attached a copy of the vehicle title and any additional documents required for the transfer.

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Recipient Signature]  
[Recipient Printed Name]