

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

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

Dear [Recipient's Name],

RE: Vehicle Ownership Transfer

I, [Your Full Name], the undersigned owner of the vehicle described below, hereby transfer ownership of the said vehicle to [Recipient's Full Name].

****Vehicle Details:****

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

This transfer of ownership is effective as of [Date of Transfer]. I confirm that the information provided is accurate and complete. Please find attached the necessary documents to facilitate the transfer process.

Thank you.

Sincerely,

[Your Signature]

[Your Printed Name]