

[Your Company/Organization Letterhead]

[Date]

[Owner's Name]

[Owner's Address]

[City, State, Zip Code]

Dear [Owner's Name],

Subject: Vehicle Ownership Notification

We are writing to inform you that our records indicate you are the registered owner of the following vehicle:

****Make:**** [Vehicle Make]

****Model:**** [Vehicle Model]

****Year:**** [Vehicle Year]

****VIN:**** [Vehicle Identification Number]

Please review the information above and confirm that it accurately reflects your vehicle ownership. If you have sold, transferred, or no longer own this vehicle, we kindly ask that you contact us as soon as possible to update our records.

If you have any questions or need further assistance, please do not hesitate to reach out to our office at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]