

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

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

Subject: Change of Ownership Notification

Dear [Recipient's Name],

I am writing to inform you of the change of ownership regarding the vehicle detailed below.

****Vehicle Information:****

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

As of [Date of Sale/Transfer], the ownership of this vehicle has been transferred from me to [New Owner's Name].

****New Owner Information:****

- Name: [New Owner's Name]
- Address: [New Owner's Address]
- Phone Number: [New Owner's Phone Number]

Please update your records accordingly. If you require any further information or documentation regarding this change, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]