

[Your Company/Organization Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Vehicle Ownership Verification

Dear [Recipient's Name],

This letter is to confirm the ownership of the following vehicle:

**\*\*Vehicle Details:\*\***

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

Owner's Information:

- Name: [Owner's Name]
- Address: [Owner's Address]
- City, State, Zip Code: [Owner's City, State, Zip Code]

This verification is conducted upon request for [reason for verification] on [date of request]. This information is accurate as per our records.

Should you have any further questions or need additional information, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]