

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

Dear [Recipient Name],

Subject: Application for Vehicle Ownership Transfer

I am writing to formally request the transfer of ownership for my vehicle, details of which are as follows:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Current Registration Number: [Registration Number]

I have enclosed the following documents to support my application:

1. Copy of my identification
2. Vehicle registration document
3. Proof of residence
4. Bill of sale (if applicable)

Please let me know if any further information or documentation is required to process my application. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]