

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Office Name]
[Roads and Transport Authority]
[Office Address]
[City, State, Zip Code]
Subject: Application for Vehicle Transfer

Dear [Recipient Name],
I am writing to formally request the transfer of ownership of my vehicle,
details of which are as follows:

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

The reason for this transfer is [reason for transfer, e.g., sale, gift,
inheritance]. The new owner's details are as follows:

- New Owner's Name: [Full Name]
- New Owner's Address: [New Owner's Address]
- New Owner's Contact Number: [New Owner's Contact Number]

I have enclosed all required documentation, including:

1. Copy of the vehicle's title
2. Proof of identity for both the current and new owner
3. Vehicle registration documents
4. Any other necessary documents

I kindly ask for your assistance in processing this transfer at your
earliest convenience. Should you require any further information, please
do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]