

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

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

Subject: Title Transfer Authorization

Dear [Recipient Name],

I, [Your Full Name], hereby authorize [Authorized Person's Name] to act on my behalf for the purpose of transferring the title of my vehicle, a [Year, Make, Model of Vehicle], with VIN [Vehicle Identification Number]. This authorization includes all necessary actions and documentation required to complete the title transfer process.

I appreciate your attention to this matter and kindly ask that you provide any necessary assistance to [Authorized Person's Name] during this process.

Thank you for your cooperation.

Sincerely,

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