

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

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

Subject: Automobile Title Transfer Request

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request the transfer of the automobile title for the following vehicle:

- \*\*Make:\*\* [Car Make]
- \*\*Model:\*\* [Car Model]
- \*\*Year:\*\* [Car Year]
- \*\*VIN:\*\* [Vehicle Identification Number]

The current title is in my name, and I would like to transfer it to the new owner's name, [New Owner's Name].

Please find attached the necessary documents to facilitate this transfer, including:

1. Current title
2. Bill of sale
3. [Any additional documents, if applicable]

I appreciate your prompt attention to this matter and look forward to completing the transfer at your earliest convenience.

Thank you for your assistance.

Sincerely,

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