

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

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

Subject: Letter of Reference for Certificate Title Transfer

Dear [Recipient's Name],

I am writing to formally recommend the transfer of the certificate title for [Property/Asset Description] currently held by [Current Title Holder's Name] to [New Title Holder's Name].

I can attest to [New Title Holder's Name]'s qualifications and suitability for this title transfer, as they have demonstrated [specific qualities, experiences, or responsibilities that support the transfer]. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you require any additional information or clarification regarding this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Title/Position, if relevant]