

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

[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Application for Title Transfer

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request the transfer of title for [Description of Property/Asset, e.g., vehicle, real estate] currently registered under my name.

Details of the property/asset are as follows:

- Current Title Holder: [Your Name]
- Property/Asset Description: [Detailed description]
- VIN/Identification Number: [If applicable]
- Transfer to: [Name of New Title Holder]
- New Owner's Address: [New Owner's Address]

Enclosed/Attached are copies of the following documents:

1. [List of documents, e.g., current title, identification, etc.]
2. [Any additional required documents]

Please let me know if any further information or documentation is needed to process this application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]