

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

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

Subject: Request for Title Transfer of Vehicle

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request the transfer of title for the vehicle listed below:

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

I am the current owner of the vehicle, and my details are as follows:

- \*\*Owner's Name:\*\* [Your Name]
- \*\*Address:\*\* [Your Address]

I have attached all necessary documents, including a completed title transfer form, proof of identification, and any relevant supporting documents.

Please let me know if you require any additional information or steps to complete this transfer process. Thank you for your assistance.

Sincerely,

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