

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

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

Dear [Recipient's Name],

Subject: Vehicle Transfer Request

I hope this letter finds you well. I am writing to formally request the transfer of ownership for my vehicle, as detailed below:

**\*\*Vehicle Information:\*\***

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year: [Vehicle Year]
- VIN: [Vehicle Identification Number]
- Current Odometer Reading: [Odometer Reading]

**\*\*Transfer Details:\*\***

- New Owner's Name: [New Owner's Name]
- New Owner's Address: [New Owner's Address]
- Date of Transfer: [Desired Transfer Date]

Please find attached all necessary documents required to facilitate this transfer, including the original title, a bill of sale, and any other related paperwork.

Should you require any further information or have questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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]