

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

[Department of Motor Vehicles]
[Address of the DMV]
[City, State, ZIP Code]

Subject: Request for Vehicle Registration Transfer

Dear [DMV Official's Name or "To Whom It May Concern"],

I am writing to request the transfer of vehicle registration for the following vehicle:

- **Make:** [Vehicle Make]
- **Model:** [Vehicle Model]
- **Year:** [Vehicle Year]
- **VIN:** [Vehicle Identification Number]
- **Current Registration Number:** [Current Registration Number]

The vehicle is being transferred from the current owner, [Current Owner's Name], to myself, [Your Name]. The details of the current owner are as follows:

- **Name:** [Current Owner's Name]
- **Address:** [Current Owner's Address]
- **Contact Information:** [Current Owner's Phone Number or Email]

Attached are the necessary documents for the transfer, including:

1. Signed title
2. Bill of sale
3. Proof of insurance
4. [Any additional documents required]

Please let me know if you require any further information or documentation to complete this request. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]