

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

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

Subject: Vehicle Transfer Agreement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally transfer the ownership of my vehicle to you as a gift (or for a nominal fee).

**\*\*Vehicle Details:\*\***

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

**\*\*Terms of Transfer:\*\***

I hereby agree to transfer ownership of the above vehicle to you as of [Transfer Date]. I confirm that the vehicle is free of liens and legal obligations. Both parties agree to complete any necessary paperwork required for the transfer of title and registration with the relevant authorities.

Please feel free to contact me if you have any questions regarding this transfer.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Notary Public Section if needed]