

[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 Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of the transfer of ownership of my vehicle, details of which are as follows:

****Vehicle Information:****

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- License Plate Number: [License Plate Number]

****New Owner Information:****

- Name: [New Owner's Name]
- Address: [New Owner's Address]
- Phone Number: [New Owner's Phone Number]

This transfer is effective as of [Effective Date of Transfer]. I have included a signed bill of sale and any other relevant documents required for the transfer process. Please ensure that the new owner contacts the appropriate authorities to complete the registration process.

If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]