

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

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

Subject: Transfer of Vehicle Ownership

Dear [Recipient Name],

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

****Vehicle Details:****

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

I hereby declare that I am the legal owner of the vehicle and have the right to transfer ownership. The sale price of the vehicle is [Amount]. Please find enclosed the following documents to facilitate the transfer:

1. Original vehicle title
2. Bill of Sale (if applicable)
3. A copy of my ID

Both parties agree that the transfer will be completed no later than [Date].

If you have any questions or require further information, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

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