

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Vehicle Transfer Request

Dear [Recipient's Name],

I am writing to formally request the transfer of ownership for the vehicle described below:

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

I, [Your Name], am the current owner of the vehicle, and I would like to transfer ownership to [New Owner's Name] effective [Date of Transfer]. Please find attached the necessary documents required for the transfer, including:

1. Bill of Sale
2. Application for Title Transfer
3. [Any other relevant documents]

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

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]