

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

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

Dear [Recipient Name],

Subject: Private Vehicle Transfer

I hope this letter finds you well. I am writing to formally transfer ownership of my vehicle, a [Make, Model, Year], with the VIN [Vehicle Identification Number], to you.

The details of the vehicle are as follows:

- Make: [Make]
- Model: [Model]
- Year: [Year]
- VIN: [VIN]
- Mileage: [Mileage]

I hereby confirm that I am the legal owner of the vehicle and have the right to transfer its ownership to you. I request you to complete the necessary paperwork to finalize this transfer of ownership.

Please find attached the following documents for your reference:

1. Copy of vehicle title
2. Bill of sale
3. Inspection certificate (if applicable)

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]