

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

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

Subject: Vehicle Transfer Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the transfer of vehicle ownership for the following vehicle:

****Vehicle Details:****

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

I, [Your Name], the current registered owner of the vehicle, hereby consent to the transfer of ownership to [New Owner's Name]. The reason for this transfer is [Reason for Transfer].

Enclosed with this letter, you will find copies of the necessary documents required for processing the transfer, including:

1. Current vehicle registration.
2. Signed title transfer form.
3. Bill of sale (if applicable).
4. Identification proof of both parties.

Please let me know if any additional information or documentation is required to facilitate this process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)

Enclosures: [List of enclosed documents]