

[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 Letter

Dear [Recipient's Name],

I, [Your Name], am writing to formally transfer ownership of my vehicle to you. The details of the vehicle are as follows:

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

I hereby confirm that I am the legal owner of the above-mentioned vehicle and I am transferring ownership to you, [Recipient's Name], effective [Transfer Date].

Please find attached the necessary documents for the transfer, including:

1. Original Title
2. Bill of Sale
3. Any other relevant documents

Should 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]