

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

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

Subject: Vehicle Ownership Transfer Letter

Dear [Recipient Name],

I, [Your Name], the current owner of the vehicle described below, hereby transfer the ownership of the vehicle to [Recipient Name].

****Vehicle Information:****

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

****Transfer Details:****

- Effective Date of Transfer: [Date of Transfer]
- Purchase Price: [Purchase Price if applicable]

I confirm that there are no liens or encumbrances on the vehicle, and I have provided all necessary documentation related to the ownership transfer.

Please find attached [mention any attached documents, e.g., title, bill of sale].

Thank you for your cooperation in this matter.

Sincerely,

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