

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

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

Subject: Vehicle Transfer Application

Dear [Recipient Name],

I am writing to formally request the transfer of ownership for my vehicle as per the regulations set forth by [relevant authority/organization].

**\*\*Vehicle Details:\*\***

- Make: [Make]
- Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Registration Number: [Registration Number]

**\*\*Current Owner Details:\*\***

- Name: [Your Name]
- Address: [Your Address]
- Contact Number: [Your Phone Number]

**\*\*New Owner Details:\*\***

- Name: [New Owner's Name]
- Address: [New Owner's Address]
- Contact Number: [New Owner's Phone Number]

Enclosed with this letter are the necessary documents including:

1. Completed vehicle transfer form.
2. Copy of the vehicle's title.
3. Proof of identity for both current and new owners.
4. Any other required documentation.

I kindly request that the necessary steps be taken to process this transfer at your earliest convenience. Please feel free to contact me if you require any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)