

[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 Notification

Dear [Recipient's Name],

I am writing to formally notify you of the transfer of ownership of my vehicle as per the agreement dated [date of agreement].

****Vehicle Details:****

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

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

- Name: [New Owner's Name]
- Address: [New Owner's Address]
- City, State, Zip Code: [New Owner's City, State, Zip Code]

The transfer took place on [Date of Transfer]. I have provided the necessary documents for the transfer process, including the signed title and bill of sale.

Please update your records accordingly and feel free to contact me if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]