

[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 Permission Letter

Dear [Recipient's Name],

I, [Your Name], hereby grant permission for the transfer of ownership of my vehicle, described as follows:

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

To: [New Owner's Name]

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

I confirm that I am the legal owner of the vehicle and that it is free from any liens or encumbrances.

Please proceed with the necessary steps to complete the transfer of ownership.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]