

[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 Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transfer of ownership for the following vehicle:

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

The vehicle is currently registered under my name, and I intend to transfer ownership to [New Owner's Name] residing at [New Owner's Address].

Please find enclosed the necessary documents to facilitate this transfer, including:

1. [Document 1 - e.g., current registration]
2. [Document 2 - e.g., title]
3. [Document 3 - e.g., bill of sale]

I kindly request that you process this transfer at your earliest convenience. If there are any further steps or additional information required, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]