

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

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

Subject: Vehicle Transfer Verification Letter

Dear [Recipient Name],

I, [Your Name], the legal owner of the vehicle described below, hereby verify the transfer of ownership of said vehicle to [New Owner's Name].

****Vehicle Details:****

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

This transfer is effective as of [Transfer Date]. I affirm that all information provided is accurate to the best of my knowledge.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]