

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

[Recipient's Name]
[Department of Motor Vehicles / Relevant Authority]
[Address]
[City, State, Zip Code]

Subject: Change of Ownership for Vehicle Registration

Dear [Recipient's Name],

I am writing to formally notify you of the change of ownership for the vehicle described below:

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

The vehicle has been sold to [Buyer's Name], residing at [Buyer's Address]. The sale was completed on [Date of Sale].

Please update your records to reflect this change of ownership and advise on any further steps required from my side to finalize this process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]