

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

[Department of Motor Vehicles (or relevant authority)]
[Address]
[City, State, Zip Code]

Subject: Request for Vehicle Registration Cancellation

Dear [Recipient's Name/To Whom It May Concern],

I am writing to request the cancellation of the registration for my vehicle described below:

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

The reason for this cancellation is [briefly explain reason, e.g., sale of the vehicle, transfer of ownership, etc.]. I have enclosed any necessary documents to support my request.

Please confirm the cancellation of the registration and advise if any further action is required on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Enclosures: List any enclosed documents, if applicable]