

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

[Recipient Name]
[Department/Office Name]
[Address of Vehicle Registration Authority]
[City, State, ZIP Code]

Subject: Vehicle Registration Transfer Request

Dear [Recipient Name],

I, [Your Name], am writing to formally request the transfer of vehicle registration for the following vehicle:

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

I have sold this vehicle to [Buyer's Name] on [Date of Sale], and I request that the registration be transferred to them. Attached are the following documents for your reference:

1. Bill of Sale
2. Copy of the previous registration
3. [Any other relevant documents]

Please let me know if you require any additional information or documents to process this request.

Thank you for your attention to this matter.

Sincerely,

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