

[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 Confirmation

Dear [Recipient's Name],

I am writing to formally confirm the transfer of ownership for the vehicle detailed below:

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

This transfer was completed on [Date of Transfer] and all necessary documentation has been provided to facilitate this change of ownership. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or assistance regarding this transfer.

Thank you for your attention to this matter.

Sincerely,

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