

[Your Dealership Letterhead]  
[Date]

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

Subject: Vehicle Transfer Letter

Dear [Recipient's Name],  
I, [Your Name], the authorized representative of [Dealership Name],  
hereby confirm the transfer of ownership of the following vehicle:

**\*\*Vehicle Details:\*\***

- Make: [Make]
- Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Odometer Reading: [Odometer Reading]

The vehicle is being transferred to:

[Buyer's Name]  
[Buyer's Address]  
[City, State, Zip Code]

This transfer is effective as of [Transfer Date]. All necessary documents  
and keys have been provided to the buyer. The buyer assumes all  
liabilities and responsibilities associated with the vehicle upon  
receipt.

Should you have any questions or require further information, please feel  
free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]  
[Your Title]  
[Dealership Name]  
[Dealership Address]  
[City, State, Zip Code]  
[Dealership Phone Number]