

[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 Letter

Dear [Recipient's Name],

I, [Your Name], hereby declare that I am the legal owner of the vehicle described below:

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

I am transferring ownership of this vehicle to [Recipient's Name] who is my [relation, e.g., son, daughter, sibling, etc.].

The details of the transfer are as follows:

- **Transfer Date:** [Date of Transfer]
- **Reason for Transfer:** [Reason, e.g., gift, sale, etc.]

I hereby confirm that the vehicle is free of any liens and encumbrances, and I have provided [Recipient's Name] with all necessary documentation required for the transfer of ownership.

Please feel free to contact me if you have any questions regarding this transfer.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Enclosures: if applicable, include any relevant documents, e.g., title, bill of sale, etc.]