

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

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

Subject: Request for Vehicle Transfer

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the transfer of the vehicle titled [insert vehicle make, model, year, and VIN] from my account to [insert recipient's name and address].

The details of the vehicle are as follows:

- Make: [Insert make]
- Model: [Insert model]
- Year: [Insert year]
- VIN: [Insert VIN]
- Current Loan Account Number: [Insert account number]

This transfer is being requested due to [insert reason for transfer, e.g., sale, gift, etc.]. I have completed all necessary documentation as required by the bank.

Please find attached the following documents for your reference:

1. Copy of the vehicle title
2. Loan payoff statement
3. [Any other relevant documents]

I kindly request your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,

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