

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

[Department of Motor Vehicles]
[Office Address]
[City, State, Zip Code]

Subject: Vehicle Registration Transfer Request

Dear [DMV Official's Name or "To Whom It May Concern"],

I am writing to request the transfer of vehicle registration for my vehicle as per the following details:

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

I recently purchased this vehicle from [Seller's Name] on [Purchase Date], and I have enclosed the necessary documents, including:

1. Bill of Sale
2. Title Transfer Document
3. Proof of Insurance
4. Identification

Please process this transfer at your earliest convenience. Should you require more information or additional documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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