

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

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

Subject: Vehicle Transfer Notification

Dear [Buyer's Name],

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

****Vehicle Information:****

Make: [Make]

Model: [Model]

Year: [Year]

VIN: [VIN Number]

Current Mileage: [Mileage]

I hereby transfer all rights, title, and interest in the above vehicle to you as the new owner, effective immediately. Please find enclosed all the necessary documents required for the registration process, including the signed title and bill of sale.

Should you require any further information or assistance regarding the vehicle transfer, please do not hesitate to contact me.

Thank you and congrats on your new vehicle!

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]