

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

[Department of Motor Vehicles]
[Address of the DMV or relevant authority]
[City, State, Zip Code]

Subject: Vehicle Transfer Notification for Sale

Dear [DMV/Authority Name],

I am writing to formally notify you of the transfer of ownership of my vehicle following its recent sale.

****Vehicle Details:****

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

****New Owner Details:****

- Name: [New Owner's Name]
- Address: [New Owner's Address]
- City, State, Zip Code: [City, State, Zip Code]

The vehicle was sold on [Date of Sale], and I have provided the new owner with the necessary documentation, including the signed title and bill of sale.

Please update your records to reflect this change in ownership. Should you require any additional information or documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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