

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Vehicle Transfer Agreement

Dear [Recipient Name],

I, [Your Name], hereby declare that I am the lawful owner of the vehicle described below and I am transferring ownership of the said vehicle to [Recipient Name].

Vehicle Details:

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year: [Vehicle Year]
- VIN: [Vehicle Identification Number]
- Odometer Reading: [Current Odometer Reading]

This transfer is effective as of [Effective Date]. I affirm that the vehicle is free of any liens or encumbrances.

Both parties agree to the terms outlined in this letter. Please sign below to acknowledge your acceptance of this vehicle transfer.

Sincerely,

[Your Signature]
[Your Printed Name]
[Recipient Signature]
[Recipient Printed Name]
[Date of Recipient Signature]

(Note: Both parties should keep a copy of this letter for their records.)