

[Your Company's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Vehicle Transfer Letter

Dear [Recipient's Name],

We hereby inform you that the following vehicle(s) is/are being transferred from [Current Department/Location] to [New Department/Location], effective [Transfer Date].

****Vehicle Details:****

- ****Make and Model:**** [Vehicle Make and Model]
- ****Vehicle Identification Number (VIN):**** [VIN]
- ****License Plate Number:**** [License Plate Number]
- ****Current Mileage:**** [Current Mileage]
- ****Condition:**** [Condition of Vehicle]

The vehicle(s) will be utilized for [Reason for Transfer/Usage]. Please ensure that all necessary documentation and records are updated accordingly.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]