

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Subject: Vehicle Transfer Letter
Dear [Recipient's Name],
I, [Your Name], am writing to formally request the transfer of ownership
of my vehicle to [Recipient's Name] as I will be moving out of state.
Vehicle Information:
Make: [Vehicle Make]
Model: [Vehicle Model]
Year: [Vehicle Year]
VIN: [Vehicle Identification Number]
License Plate Number: [License Plate Number]
The transfer of ownership is effective as of [Effective Date]. I affirm
that the vehicle is free of any liens and is in good condition.
Please find attached the necessary documents for the transfer:
1. Copy of the vehicle title
2. Bill of Sale
3. [Any other relevant documents]
Thank you for your assistance in this matter. Should you have any
questions, please feel free to contact me.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]