

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

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

Subject: Vehicle Transfer Letter for Ownership Change

Dear [Recipient Name],

I, [Your Full Name], hereby declare that I am the legal owner of the vehicle described below and wish to transfer ownership of the vehicle to [New Owner's Full Name].

**\*\*Vehicle Details:\*\***

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

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

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

The transfer of ownership will take effect on [Date of Transfer].

I confirm that the information provided in this letter is accurate and that I have the right to transfer ownership of this vehicle. Please find attached copies of relevant documents for your reference.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachment: Copies of Identification and Vehicle Title]