

[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 for Temporary Usage

Dear [Recipient's Name],

I, [Your Name], the registered owner of the vehicle described below, hereby grant permission for [Recipient's Name] to temporarily use my vehicle for [duration of use, e.g., "two weeks from [start date] to [end date]"].

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

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

Terms of Use:

- The vehicle shall be used solely for [specific purpose, e.g., "personal transportation, business purposes, etc."].
- [Recipient's Name] agrees to maintain the vehicle in good condition and is responsible for any damage incurred during this period.
- [Additional terms, if any].

This letter serves as a temporary transfer of usage rights and does not constitute a sale or transfer of ownership. The vehicle remains the property of [Your Name].

Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Recipient's Signature]  
[Recipient's Printed Name]  
[Date]