

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

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

Subject: Vehicle Transfer for Trade-In

To Whom It May Concern,

I, [Your Name], hereby transfer ownership of my vehicle listed below to [Dealership Name] as part of a trade-in agreement:

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

I confirm that the above-mentioned vehicle is free of any liens or encumbrances, and I am the legal owner of the vehicle. I understand that once the trade-in is completed, I will not hold any ownership over the vehicle.

Please find attached a copy of the vehicle title and any required documents for the transfer.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]