

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

[Department of Motor Vehicles]
[Address of DMV Office]
[City, State, ZIP Code]

Subject: Vehicle Transfer Notification

Dear [DMV Official's Name/To Whom It May Concern],

I am writing to inform you of the transfer of ownership for the vehicle detailed below:

- Vehicle Make: [Make of Vehicle]
- Vehicle Model: [Model of Vehicle]
- Year: [Year of Manufacture]
- VIN: [Vehicle Identification Number]
- Previous Owner: [Your Name]
- New Owner: [New Owner's Name]
- New Owner's Address: [New Owner's Address]

The transfer of ownership took place on [Date of Transfer]. Please update your records accordingly.

If you require any additional information or documentation, please feel free to contact me at the information provided above.

Thank you for your attention to this matter.

Sincerely,

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