

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Transfer of Ownership for XJR

Dear [Recipient's Name],

I am writing to formally initiate the transfer of ownership for the XJR vehicle with the VIN [Vehicle Identification Number].

Details of the vehicle are as follows:

- Make: [Make]
- Model: XJR
- Year: [Year]
- Color: [Color]
- Current Mileage: [Mileage]

I have enclosed the necessary documents, including:

1. Copy of the vehicle title
2. Bill of sale
3. Odometer disclosure statement

Please let me know if any additional information or further action is required to complete this transfer.

Thank you for your attention to this matter.

Sincerely,

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