

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

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

Dear [Recipient's Name],

I hope this letter finds you in great spirits. I am writing to formally present you with a special gift -- my car, a [Make, Model, Year], with VIN [Vehicle Identification Number].

This vehicle has served me well, and I can no longer think of a better person to pass it on to than you. I believe it will not only serve your needs but also bring you joy and convenience.

Please find enclosed the necessary documents to complete the transfer, including the title and any relevant service records. I hope you enjoy driving it as much as I have.

Congratulations on this new addition! If you have any questions or need assistance with the transfer process, feel free to reach out.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]