

[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 good health and spirits. I am writing to formally transfer ownership of my vehicle to you.

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

Make: [Make]

Model: [Model]

Year: [Year]

VIN: [Vehicle Identification Number]

Odometer Reading: [Current Odometer Reading]

This transfer is made freely and voluntarily, and I affirm that I am the legal owner of the vehicle. Enclosed with this letter, you will find the signed title and any necessary documentation required for the transfer of ownership.

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you, and I hope you enjoy your new vehicle!

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]