

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Gift of Official Vehicle

I am pleased to inform you that [Your Organization] has decided to gift an official vehicle to [Recipient Organization/Recipient Name] as a gesture of goodwill and support.

Details of the vehicle are as follows:

- Make and Model: [Vehicle Make and Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Color: [Color]

This vehicle is intended to assist [Recipient Organization/Recipient Name] in [reason for the gift, e.g., facilitating transportation for community services, enhancing operational efficiency, etc.].

We hope that this gift will be beneficial and contribute positively to your operations. Please feel free to reach out if you require any further information or assistance regarding the transfer of ownership and registration of the vehicle.

Thank you for your continued partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]