

[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 well. I am writing to formally gift you my car, [Car Make, Model, Year, VIN]. It has been a pleasure having this vehicle, and I believe it would serve you wonderfully.

As part of this gift, I will cover the transfer of ownership. Please find the necessary documents enclosed. I am excited for you to enjoy this car to its fullest.

Warm regards,

[Your Name]

[Your Signature (if sending a hard copy)]