

[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 officially gift you my vehicle, a [make, model, year of vehicle]. The vehicle identification number (VIN) is [VIN number].

I confirm that I am the rightful owner of this vehicle and have the authority to transfer ownership. This gift is made freely and without any expectation of compensation or return.

Please find attached the necessary documentation to facilitate the transfer of ownership, including [list any documents, e.g., title, bill of sale, etc.].

I wish you all the best with your new vehicle. Should you have any questions, feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]