

# Letter for the Transfer of Vehicle Ownership

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[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

**Subject:** Transfer of Vehicle Ownership for [Vehicle Make, Model, Year]

Dear [Recipient's Name],

I am writing to formally confirm the transfer of ownership for my vehicle, a [Vehicle Make, Model, Year], with Vehicle Identification Number (VIN) [VIN Number], to you, [Recipient's Full Name]. The effective date of this ownership transfer is [Date of Transfer].

The details of the vehicle are as follows:

- Vehicle Make and Model: [Make and Model]
- Year of Manufacture: [Year]
- VIN: [VIN Number]
- License Plate Number: [License Plate Number, if applicable]

This transfer has been made in exchange for [State Reason for Transfer, e.g., sale, gift], and I confirm that all necessary documents, including the title certificate and registration documents, have been provided. From this date onward, you, [Recipient's Name], will assume full ownership, rights, and responsibilities related to the vehicle, including insurance and maintenance.

Please do not hesitate to reach out to me at [Phone Number] or [Email Address] if you need any further information or clarification regarding this transfer.

Thank you, and congratulations on your new vehicle.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name].