

Transfer Letter for Vehicle Example

Michael Johnson

7890 Liberty Ave

Motor City, MI 48200

michael.johnson@email.com

February 13, 2025

Registrar

Department of Motor Vehicles

4567 Road Street

Motor City, MI 48200

Salutation

Dear Registrar,

Introduction

I am writing to request the formal transfer of ownership for my vehicle to a new owner. The details of the vehicle and the new owner are as follows:

- **Vehicle Make and Model:** 2019 Honda Accord
- **Vehicle Identification Number (VIN):** 1HGCR2F59HA105672
- **License Plate Number:** MI4820
- **New Owner Name:** Emily Roberts
- **New Owner Address:** 1234 Elm Street, Motor City, MI 48201

Body

This transfer is due to the sale of the vehicle to Ms. Emily Roberts. All necessary financial transactions have been completed, and both parties agree to the terms of the sale. The vehicle is currently registered under my name, and I wish to

officially transfer all associated legal responsibilities and ownership rights to Ms. Roberts effective immediately upon acknowledgment of this letter by your office.

I have attached all necessary documents required for the transfer, including the bill of sale, the vehicle's current registration, and proof of the sale agreement. I kindly request that the Department of Motor Vehicles process this transfer as swiftly as possible to ensure that the vehicle's records are updated accordingly, reflecting Ms. Roberts as the new legal owner.

Conclusion

Please confirm the receipt of this request and inform me of any additional steps or documentation required to complete the transfer. Your prompt attention to this matter is appreciated, as it will facilitate a smooth transition of ownership and help avoid any potential legal or administrative issues.

Closing

Thank you for your assistance.

Sincerely,

Michael Johnson