

# Vehicle Inspection Request for Title Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Department or Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a vehicle inspection for the purpose of transferring the title of my vehicle. The details of the vehicle are as follows:

- **Make:** [Vehicle Make]
- **Model:** [Vehicle Model]
- **Year:** [Vehicle Year]
- **VIN:** [Vehicle Identification Number]

As I am in the process of completing the title transfer, I understand that a vehicle inspection is required. I would appreciate if you could provide me with the necessary steps to schedule this inspection at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]