

License Transfer Request for Personal Property

Date: _____

To: [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 request the transfer of the license for the personal property described below:

Property Description:

[Description of the property including make, model, serial number, etc.]

I am currently the holder of the license number [Your License Number] and wish to transfer it to [New License Holder's Name]. The new license holder's contact information is as follows:

Name: [New License Holder's Name]

Address: [New License Holder's Address]

City, State, Zip Code: [City, State, Zip Code]

Phone Number: [New License Holder's Phone Number]

Email: [New License Holder's Email]

I kindly request your assistance in facilitating this transfer. If additional information or documentation is required, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email]