

# Request for Motor Vehicle Dealer License Transfer

Date: [Insert Date]

To,  
[Recipient Name]  
[Recipient Title]  
[Department/Organization Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the transfer of my motor vehicle dealer license from [Current Dealership Name] to [New Dealership Name].

Details of the current dealership are as follows:

- Dealership Name: [Current Dealership Name]
- Dealership License Number: [Current License Number]
- Address: [Current Address]

The details of the new dealership are:

- Dealership Name: [New Dealership Name]
- Dealership License Number: [New License Number]
- Address: [New Address]

Furthermore, all required documents related to this transfer are attached for your review. I believe that this transfer will streamline operations and better serve our clientele.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Company Name]  
[Your Contact Information]