

Vehicle Ownership Insurance Transfer Letter

Date: [Insert Date]

To: [Insurance Company Name]

Address: [Insurance Company Address]

Subject: Request for Transfer of Vehicle Ownership Insurance

Dear [Insurance Company Contact],

I am writing to request the transfer of vehicle ownership insurance for the vehicle described below:

- Make: [Insert Vehicle Make]
- Model: [Insert Vehicle Model]
- Year: [Insert Vehicle Year]
- VIN: [Insert Vehicle Identification Number]
- Current Policy Number: [Insert Policy Number]

The vehicle was sold/transferred to:

- Name: [Insert New Owner's Name]
- Address: [Insert New Owner's Address]
- Phone: [Insert New Owner's Phone Number]

Please process this request and provide confirmation of the transfer at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]