

Ownership Change Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the change of ownership for [describe the asset or property, e.g., vehicle, property, business] currently registered under my name, [Your Name], to [New Owner's Name].

The details of the ownership change are as follows:

- Current Owner: [Your Name]
- New Owner: [New Owner's Name]
- Description of Asset: [Description]
- Serial/Identification Number: [Number]

Enclosed are the necessary documents to support this ownership change application:

- [Document 1]
- [Document 2]
- [Document 3]

If you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]