

Request for Title Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the transfer of the title for [insert description of the property or vehicle], currently held under my name, to [insert name of new owner].

The details of the property/vehicle are as follows:

- Make: [Insert Make]
- Model: [Insert Model]
- Year: [Insert Year]
- VIN/Serial Number: [Insert VIN/Serial Number]

Please find attached the necessary documents, including [list any attached documents, if applicable]. I would appreciate your assistance in facilitating this transfer at your earliest convenience.

Thank you for your attention to this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]