

Vehicle Decommissioning Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an acknowledgment of the decommissioning of the following vehicle for tax records:

- Vehicle Make: [Insert Make]
- Vehicle Model: [Insert Model]
- Vehicle Year: [Insert Year]
- VIN: [Insert VIN]
- License Plate Number: [Insert License Plate]

The vehicle was decommissioned on [Insert Decommissioning Date]. This letter serves as proof for any necessary tax considerations related to the decommissioning of the aforementioned vehicle.

Should you require any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]