

Vehicle Decommissioning Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Department Name]

[Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to confirm the decommissioning of my vehicle with the following details:

- Vehicle Make: [Make]
- Vehicle Model: [Model]
- Vehicle Year: [Year]
- Vehicle Identification Number (VIN): [VIN]
- Registration Number: [Registration Number]

This vehicle has been officially decommissioned and I request the cancellation of its registration. Please process this request at your earliest convenience and provide confirmation of the cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]