

# Vehicle Decommissioning Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Vehicle Decommissioning**

Dear [Recipient Name],

I am writing to formally request the decommissioning of my vehicle, [Vehicle Make, Model, Year], with VIN [Vehicle Identification Number]. This request is being made for personal use, as I no longer require the vehicle for everyday transportation.

Details of the vehicle are as follows:

- Make: [Make]
- Model: [Model]
- Year: [Year]
- VIN: [VIN]

I would appreciate your assistance in processing this request. Please let me know if you need any further information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]