To,

(Name)  
(Job Title)  
(Address)  
[Location (city)]  
(Date)

Subject: \_\_\_\_\_\_\_\_\_

Dear Mr/Ms XYZ,

On (current date here), I, (name of seller here) am transferring ownership of my vehicle (year, make model) to (name of buyer here). VIN of this vehicle is (Number).

I am paid (Amount) on current date in the form of (mention whether it is a cash, trade, or check) to complete the process of transaction.

Signature and Date (Sellers)

Signature and Date (Buyers)