

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of State Titling Agency/DMV]  
[Agency Address]  
[City, State, Zip Code]

**RE: Instructions for Vehicle Title Application - [Year, Make, Model]**

To the Registration Clerk,

Please find the enclosed documentation regarding the title application for the vehicle described below:

- **Vehicle Identification Number (VIN):** [Insert VIN]
- **Current Title Number:** [Insert Title Number]
- **Odometer Reading:** [Insert Mileage]

I am submitting this request to perform the following action (check one):

- Transfer of Ownership (Sale/Purchase)
- Correction of Title Information
- Addition/Removal of a Lienholder
- Duplicate Title Request
- Out-of-State Title Conversion

**Specific Instructions:**

[Insert detailed instructions here, e.g., "Please issue the new title in the name of Jane Doe and mail the original document to the address listed above."]

**Enclosed Documents:**

- [Signed Original Title]
- [Bill of Sale]
- [Proof of Insurance]
- [Lien Release Form, if applicable]
- [Payment for Taxes and Fees]

If there are any issues or if additional information is required to complete this process, please contact me immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]