

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Date]

[Lienholder/Bank Name]  
[Department Name]  
[Address]  
[City, State, Zip Code]

**RE: Authorization to Release Vehicle Title**

To Whom It May Concern,

I, [Your Full Name], am writing to formally authorize the release of the certificate of title for the vehicle described below:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **Account Number:** [Your Loan Account Number]

Please release the original title to the following authorized individual/entity:

**Recipient Name:** [Name of Person or Dealership]

**Recipient Address:** [Full Mailing Address]

The loan associated with this vehicle has been [paid in full / or state other reason]. Attached to this letter is a copy of my government-issued identification for verification purposes.

Should you require any further information or clarification, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

\_\_\_\_\_  
[Your Signature]

\_\_\_\_\_  
[Your Printed Name]

**Notary Acknowledgement (If Required)**

State of \_\_\_\_\_, County of \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public Signature