_____
(Date of Letter)

_____
(Department of Motor Vehicle Registration)

_____
(Street Address)

_____
(City, State and Zip Code)

RE: Inquiry/Title Transfer

Attn: Department of Motor Vehicles

Dear Department of Motor Vehicles:

On the_____day of_____(month/year), the following vehicle was acquired through purchase:

_____
(identify the vehicle with the identification number). This vehicle was purchased by the undersigned from

_____
(identify the party from whom the vehicle was purchased); however, to date the title has not been transferred. Kindly provide the undersigned with information as to reasons why the title for the aforementioned vehicle has not been transferred to the undersigned. This timely request is appropriately made. Should any additional matters need to be completed in order to effectuate transferal of said title, kindly advise immediately. Thank you for your immediate attention to this matter.

Very truly yours,

_____
(Signature)

_____
(Address)

_____
(City, State and Zip Code)

_____
(Phone Number)

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