

Vehicle Transfer Letter - Trade-In to Dealership

Subject: Vehicle Trade-In Transfer Authorization

To: [Dealership Name]

Attn: [Sales Manager/Finance Department]

I am writing to formalize the trade-in of my vehicle as part of my purchase agreement for a new vehicle from your dealership.

Trade-In Vehicle Details:

Make: [Brand]

Model: [Model]

Year: [Year]

VIN: [Vehicle Identification Number]

Mileage: [Current Odometer]

License Plate: [Number]

Trade-In Terms:

Agreed Trade-In Value: \$[Amount]

Purchase Agreement Number: [Agreement Number]

Date of Transaction: [Date]

I, [Your Full Name], hereby transfer ownership of the above-described vehicle to [Dealership Name] as partial consideration for the purchase of [New Vehicle Make/Model]. I certify that I am the legal owner with clear title and authority to transfer ownership.

I confirm that I have disclosed all known issues with the vehicle and that the information provided during the appraisal was accurate and complete. The vehicle is being transferred with [mileage indicated] miles on the odometer.

Outstanding Loan: [If applicable: "There is an outstanding loan with [Lender Name] in the amount of approximately \$[Amount]. The dealership will pay off this loan as part of this transaction." OR "The vehicle is owned free and clear."]

Please process the title transfer and handle all DMV paperwork as discussed. I have provided all necessary documents including the title, registration, and service records.

Thank you for your assistance with this transaction.

Regards,

[Your Full Name]

[Signature]

[Date]

[Contact Phone Number]

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