



December 13, 2013

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Cfftguu

City, State, Zip Code

Re: Vehicle Transfer Notification
2012 FORD
VIN: 1234567890ABCDGHR

Dear Sir or Madam:

Thank you for doing your part to protect your title by filing a Vehicle Transfer Notification for the vehicle you sold. We placed the "Vehicle Transferred" remark on the vehicle record, along with the date, December 12, 2012, you indicated you transferred the vehicle.

The information on our motor vehicle file will remain the same until the new owner transfers the title to his or her name; however, filing the Vehicle Transfer Notification within 30 days protects you from the new buyer's actions. If a citation or toll-issuing authority contacts you for parking tickets, toll charges or other violations associated with the buyer's use of the vehicle, please provide them with a copy of this letter to verify you are no longer the responsible party.

For future vehicle transactions, we recommend that you accompany the buyer to the county tax office to transfer the title. Another option is to remove the license plates and registration sticker from the vehicle because the license plate number is also associated with your name.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lindsay Frank".

Lindsay Frank
Consumer Relations Division