

Greetings,

We are writing to you with regard to a **2005 Nissan Altima, VIN # 1111111111111111**

You may not own this vehicle currently, but some records indicate an ownership connection to this vehicle at some point in the past. A client has contacted us to transfer ownership to them for this vehicle, and to have a legal title document issued into their name for it. To protect the interests of vehicle owners such as yourself, we are contacting you to verify that this transfer would be appropriate, and that you no longer have ownership in the vehicle. If you would have no objection to this transfer, no action is needed. If you do want to assert a claim to this vehicle and object to the transfer, you can take actions as suggested below.

- Contact your local law enforcement to report the vehicle as stolen
- Contact the DMV in _____ to request a duplicate title. 123-456-6789
- Contact the person who is attempting to obtain a title to discuss the matter (see contact information below)

If you have no objection, the ownership record and title transfer to this person will likely take 3 - 6 months to take place. Be aware that in the meantime there may be ownership records and connection to your name for the vehicle. If you would like to assist in getting this vehicle ownership out of your name faster, it may reduce potential liability. If the vehicle still shows in your name, expenses traced to the vehicle may come back to be requested from you.

- Parking tickets / fines
- Property damage
- Back taxes
- Delinquent registration
- Personal injury
- Towing / storage fees
- Liens and interest
- Insurance claims

An attorney can advise what liability you might have due to a vehicle being connected to your name. In addition to removing risk from yourself, the person who is wishing to get a title for this car would certainly appreciate the assistance in getting the vehicle transferred to them. You can help them by sending them the form enclosed with signature. If you prefer to contact them directly you can reach them at the following contact information:

Name Name 21 Main St Anytown ST 123-456-2345 emailaddress@isp.com

Your identity and contact information has **not** been released to them or any other party. This letter has been sent confidentially to you with your option to take action at your decision. The only way contact between the parties can occur is for you to initiate it.