[](https://www.motorgreen.co.uk/) ***DVLA logo here***

***Insert CUSTOMER name here*** DVLA

***Insert CUSTOMER street address here*** Swansea, SA99 LAR

***Insert CUSTOMER postcode here***

***Insert Date: Day, Month*, *Year***

To Whom It May Concern:

Please add the following notification to your records. I am transferring ownership of my vehicle to a motor trader. I do not have a copy of my vehicle registration certificate. I declare that above vehicle is not subject to a Hire Purchase Agreement or any other encumbrance.

The following are the details of the sale:

Vehicle Information

Registration number: ***Insert registration number here***

Make: ***Insert the make of the car here***

Model: ***Insert the model of the car here***

The exact date of sale: ***Insert the exact date of sale here***

The purchase price: **£ *Insert the purchase price***

New Owner

Organisation: ***MotorGreen Group Ltd.***

Street Address: ***Megavaux House, Station Rd, Sandiacre***

Postcode: ***NG10 5AP***

Please update your records accordingly.

Sincerely,

***Insert your name here then return it by email***