

<<PrintedDate>>

<<@@CustomerNameBlock>>

<<@@CustomerAddressBlock>>

Action Needed – State Change Request

Re: Vehicle description: <<LetterYear>> <<LetterMake>>
VIN: <<VIN>>

Dear <<OwnerName1>>,

This letter is to inform you the <<JurisdictionLongName>> title has been sent to the titling agency listed below.

<<@@MailToNameBlock>>

<<@@MailToAddressBlock>>

Courier: <<MailCourier>>

Tracking Number and Date Shipped: <<@@TrackingNumberAndDate>>

Please contact your local titling agency as we have not received the title from the new state. If you no longer need to process the state change, request the titling agency send the title back to us immediately to the following address:

<<LienHolderName>>

<<@@LienHolderAddressBlock>>

If you have questions, please contact us at <<ContactPhone>> or e-mail us at <<ContactEmail>>.

Sincerely,

Title Services Department

<<ClientLongName>>

Phone <<ContactPhone>>

Fax <<ContactFax>>

Email <<ContactEmail>>

<<BrandName>> | Titles Department | PHONE <<ContactPhoneRelease>> | FAX <<ContactFaxRelease>>
<<RACLine1>> | <<RACLine2>> | <<RACCity>> <<RACState>> <<RACZip>>