

Authorization Letter for Title Transfer

To,

(Name)

(Job Title)

(Address)

[Location (city)]

(Date)

Subject: _____

Dear Mr/Ms XYZ,

On (current date here), I, (seller's name here) am transferring ownership of my item XYZ to (buyer's name here). The model number/identification number of the item is (Details). It is XYZ in color.

The buyer has paid _____ to complete this transaction by paying in the form of XYZ. The buyer owns the following item: XYZ

Signature and Date (Sellers)

Signature and Date (Buyers)