[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lienholder Name]
[Lienholder Department, if applicable]
[Lienholder Address]
[City, State, Zip Code]

RE: Notification of New Vehicle Purchase and Lien Entry

To Whom It May Concern,

This letter is to formally notify you of a new vehicle purchase for which [Lienholder Name] is to be recorded as the primary lienholder. Please update your records with the following vehicle information:

- **Year:** [Year]
- **Make:** [Make]
- **Model:** [Model]
- **Vehicle Identification Number (VIN):** [VIN Number]
- **Purchase Date:** [Date of Purchase]
- **Loan/Account Number:** [Account Number]

I have instructed the dealership and the Department of Motor Vehicles to list your institution as the legal lienholder on the title. Attached to this letter, please find a copy of the [Sales Contract/Title Application/Insurance Binder] for your files.

Please provide written confirmation once the lien has been successfully recorded. If you require any additional documentation or information to complete this process, please contact me at [Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]