

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Date]

[Recipient Name or Company]  
[Recipient Address]

**Subject: Vehicle Identification and Description**

To Whom It May Concern,

This letter provides the formal identification details for the vehicle described below:

- **Vehicle Identification Number (VIN):** [Insert 17-digit VIN]
- **Year:** [Insert Year]
- **Make:** [Insert Make, e.g., Ford]
- **Model:** [Insert Model, e.g., F-150]
- **Body Style:** [Insert Style, e.g., Sedan/SUV]
- **Exterior Color:** [Insert Color]
- **License Plate Number:** [Insert Plate Number]
- **Odometer Reading:** [Insert Mileage]

Please update your records accordingly. If you require any further documentation regarding this vehicle, please contact me.

Sincerely,

[Your Signature]

[Your Printed Name]