[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Insurance Company or DMV Name]
[Department Name]
[Address]
[City, State, Zip Code]

Subject: Notice of Lienholder Addition

To Whom It May Concern,

This letter serves as formal notification to add a lienholder to the following vehicle/property:

- **Year/Make/Model:** [Year, Make, Model]
- **VIN/Serial Number:** [Number]
- **Policy/Account Number:** [Number]

Please update your records to include the following entity as the official lienholder:

Lienholder Name: [Financial Institution Name]
Lienholder Address: [Address]
City, State, Zip Code: [City, State, Zip Code]
Lienholder ID/ELT Code: [Code, if applicable]

Please issue an updated copy of the [Title/Insurance Certificate] reflecting this change and forward it to the address listed above.

If you require any additional documentation or have questions regarding this request, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]