FEDEX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_

VAN BUREN REVENUE OFFICE

DEPT OF FINANCE & ADMINISTRATION

221 MAIN ST

VAN BUREN AR 72956

**RE: customer name**

**Customer year and make of vehicle**

**Entire vin**

**LIENHOLDER: list the lienholder**

Dear Title Processor:

Enclosed please find the following title documents to title register and perfect the lien for **list the lienholder name**

1. Title assigned to **\*\* customer name**
2. State APPLICATION FOR TITLE
3. Dealer’s bill of sale
4. Copy of the sales agreement
5. Copy of customer driver’s license
6. Security agreement to perfect lien for **\*\* name of lienholder**
7. Check in the amount of $ ***\* amount of check*** for taxes collected.

***\*\* PLEASE COLLECT ADDITIONAL FUNDS DUE FROM CUSTOMER***

***\*\* PLEASE REFUND ANY AND ALL OVERAGE TO CUSTOMER***

Please contact customer name phone number or email regarding titling and registration and perfection of lien in favor of  **\*\* name of the lienholder**

Should you have any questions, please contact our office.

Sincerely,

Name of your dealership

*CC:* **customer name  *FED EX: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Customer address *\*\* please contact motor vehicle*** *List motor vehicle phone number*