To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re: Request for title

Customers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Customers Phone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Request: \_\_/\_\_/\_\_\_\_

Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year/Make/Vin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your above referenced customer has moved. In order to update the title and registration in Pennsylvania the title must be submitted to the Pennsylvania Department of Transportation along with their applicationThis can only be accomplished by sending the title to us within the next 10 days to the address listed in the right-hand corner so, we can submit it   
Please **DO NOT** send a photocopy. The Bureau of Motor Vehicles must have the original title. **DO NOT** satisfy the lien that currently appears on the title, unless the loan is paid in full.   
  
In about 2-3 weeks you will receive a PA title with your name and address listed as lienholder from the Pa department of transportation.

\*\* For leased vehicles include a Power of Attorney & your Pa Sales tax Exemption Number.

**Please include your financial institution number  
FIN#:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please contact Lucia at 5704683529 with any questions or concerns   
Thanks for your cooperation.