

**SAMPLE DEALER FORM LETTER**  
*“Release of Title by Lender”*

Date

***Via U.S. Mail and Certified Mail/Return Receipt Requested***

[Lender Address]

*Re: Demand for Release of Certificate of Title*

Dear [Lender]:

We are writing in connection with the sale of [automobile year, make, and model] [Insert vin #/title#] (the “Automobile”). As you are aware, we sold/delivered the Automobile to [customer] on [date] and have heretofore requested the release of the Certificate of Title to the vehicle with your lien noted as released. To date, we have not received the Certificate of Title. This letter therefore requests that [Lender] immediately deliver the [Automobile’s] certificate of title to us.

We make this request on advice of counsel and in order for the parties to comply with Indiana law. We have been advised that Indiana law generally requires us to deliver the certificate of title to the purchaser at the time of the vehicle’s sale or delivery. The circumstances are slightly different here because [Lender] was in possession of the certificate of title at the time of [sale/delivery]. As a result, we are allowed to deliver the certificate of title within 21 days of the date of sale or delivery. Here, the [Automobile] was sold/delivered on [date]. Accordingly, the law requires that [customer] receive the certificate of title by [date].

If [Customer] does not receive the certificate of title by [date], we have confirmed with our attorneys that Indiana law would subject us to certain penalties. Moreover, counsel has confirmed that if [Dealer] is unable to timely deliver the certificate of title by [date] because of [Lender’s] “acts or omissions,” then, (i) we are entitled to an initial claim against [Lender] for \$100; and (ii) if a rescission of the sale occurs because of [Lender’s] inability to timely deliver the certificate of title, we are entitled to a claim against [Lender] for all damages and attorneys’ fees.

To this end, time is of the essence and it is of paramount concern that [Lender] immediately deliver the certificate of title to us. If you have any questions, please contact us. We look forward to hearing from you and receiving the certificate of title.

Very truly yours,