



Donald W. Blevins

Clerk of Fayette County

Date ___ / ___ / ___

(Leasing Company Name)

(Leasing Company Address)

(Leasing Company City, State, ZIP)

RE: Name _____

Address _____

Lexington, KY _____

VIN# _____

To Whom It May Concern:

The above named lessee has moved to Kentucky and is applying for a title and registration. Kentucky law requires this to be completed within 15 days of bringing a motor vehicle into the state. In order for our office to serve this individual, it is necessary that you forward the following:

- 1. **Original title document (along with this letter)**
- 2. **A notarized power of attorney form**
- 3. **Four-digit KY U-Drive-It tax permit number and incorporation month**
- 4. **Federal ID Number**

Once we have received the necessary documents, the customer will be notified to come in and complete the registration process. The new Kentucky title will be mailed to the lessor and the lessee will retain the certificate of registration.

Your prompt response will expedite the titling and licensing of the vehicle referenced above and assists in our customer's attempt to comply with Kentucky motor vehicle laws.

Sincerely,
Donald W Blevins Jr.
Fayette County Clerk