

**Sample Letter to Cancel Certificate of Title with DMV**

[Attorney letterhead]

Date:

Division of Motor Vehicles  
Vehicle Registration Section  
Mail and Distribution Unit  
3148 Mail Service Center  
Raleigh, NC 27699

RE: Owners:  
Manufactured Home, VIN Number:

Ladies and Gentlemen:

Enclosed you will find an original Affidavit For Removal of Manufactured Home From Vehicle Registration Files (MVR-46G) regarding the above manufactured home.

The current owner obtained title to the home by *[Certificate of Title, or other evidence of how title was obtained such as inheritance or deeds or deeds of trust reflecting inclusion of home]*.

The lienholder reflected on the title, *[name]*, has *[released its lien, recorded a real estate deed of trust, etc.]* and has executed the Affidavit *[or Certificate of Title]* reflecting same.

Please cancel the title, complete the Affidavit of Division of Motor Vehicles at the bottom of the form, and return to my office in the enclosed self-addressed and postage prepaid envelope so that I can assure that it is recorded with the Register of Deeds.

If you have any questions or concerns, please contact me at your earliest possible convenience. Thank you in advance for prompt assistance in this matter.

Yours very truly,

[Attorney]

Encl: Affidavit  
Envelope--postage prepaid, self-addressed to attorney  
\$\_\_\_\_\_ fee