(AGENCY LETTERHEAD)

(DATE)

To Whom It May Concern:

The State of CT Department of   
is unable to locate the Certificate of Origin for the following vehicle:

Year:

Make:

Model:

VIN:

Inventory Tag:

It was used as a state vehicle.

A Q-1 form is attached.

If further information is needed, please contact me.

Sincerely,

(Name)  
(Agency)  
(Phone Number)  
(Email Address)