

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Property Transfer of [Property Address/Name]

I hope this letter finds you well. I am writing to formally request the transfer of ownership of the property located at [Property Address/Name] from [Current Owner's Name] to [New Owner's Name].

The details of the property are as follows:

- Property Address: [Property Address]
- Current Owner: [Current Owner's Name]
- New Owner: [New Owner's Name]
- Property ID/Tax ID: [Property ID or Tax ID]

I request that the necessary documentation and procedures be initiated to facilitate this transfer. Please let me know if there are any forms that need to be completed or additional information required to proceed with this request.

I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]