

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

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

Subject: Transfer of Ownership of Immovable Property

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally initiate the transfer of ownership of the immovable property located at [Property Address] from [Current Owner's Name] to [New Owner's Name].

Property Details:

- Property type: [e.g., residential, commercial]
- Description: [Brief description of the property]
- Parcel/ID Number: [Property ID number if applicable]

As per our agreement dated [Date of Agreement], the details regarding the sale/purchase of the property have been finalized, and all necessary payments have been duly made.

Please find attached the following documents for the transfer process:

1. Copy of the current title deed
2. Sale agreement
3. Payment receipt
4. [Any other relevant documents]

I kindly request you to initiate the official transfer process and update the ownership records accordingly. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]