

[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 Immovable Property

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally initiate the process of transferring ownership of the immovable property located at [Property Address] from myself to you. The details of the property are as follows:

- Property Description: [Description of the property, including size, type, and any notable features]
- Title Number: [Property title number]
- Current Owner: [Your Name]
- New Owner: [Recipient's Name]

As per our agreement dated [Agreement Date], I am ready to proceed with the transfer process. Please review the enclosed documents that include the title deed, tax records, and any other pertinent information related to the property.

To facilitate a smooth transfer, I suggest we schedule a meeting to discuss further details and finalize the necessary paperwork. Please let me know your availability for this.

Thank you for your cooperation. I look forward to completing this transaction.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]