

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

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

Subject: Notification of Changes to Immovable Property

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of changes concerning the immovable property located at [Property Address].

The changes are as follows:

1. [Brief description of change #1]
2. [Brief description of change #2]
3. [Any additional changes]

Please let me know if you have any questions or require further information regarding these changes. I appreciate your attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: if any]