

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

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

Subject: Ownership Transfer Agreement

Dear [Recipient's Name],

I am writing to formally transfer ownership of [describe the item/property, e.g., vehicle, real estate, business, etc.] from myself to you. Below are the details regarding the ownership transfer:

1. **\*\*Description of Item/Property\*\***:

[Provide a detailed description, including any identifying information such as VIN for vehicles, address for real estate, etc.]

2. **\*\*Current Owner\*\***:

Name: [Your Name]

Address: [Your Address]

3. **\*\*New Owner\*\***:

Name: [Recipient's Name]

Address: [Recipient's Address]

4. **\*\*Transfer Details\*\***:

Date of Transfer: [Date of ownership transfer]

Reason for Transfer: [Optional: Briefly explain why the transfer is occurring]

5. **\*\*Payment\*\***:

The total amount for the transfer is [\$Amount], which has been received/ is to be received in the following manner: [Describe payment terms if applicable].

6. **\*\*Additional Terms and Conditions\*\***:

[Include any warranties or conditions associated with the transfer, if applicable.]

Please find attached any relevant documents that will facilitate the ownership transfer, including [mention any documents, such as title, bill of sale, etc.].

By signing below, both parties confirm their agreement to the above terms and the transfer of ownership.

Sincerely,

[Your Signature]

[Your Printed Name]

[Date]

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[Recipient's Signature]

[Recipient's Printed Name]

[Date]

Attachments: [List of attached documents]