

[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 Letter

Dear [Recipient's Name],

I, [Your Full Name], am writing to formally transfer ownership of  
[describe the item or property, e.g., "the vehicle with VIN #1234567890"  
or "the property located at 123 Main St."] to you, [Recipient's Full  
Name].

This transfer is effective as of [effective date]. I confirm that I am  
the rightful owner of the aforementioned item/property and have the  
authority to transfer ownership.

Please acknowledge your acceptance of this ownership transfer by signing  
and returning a copy of this letter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]

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Acknowledgment of Ownership Transfer

I, [Recipient's Full Name], hereby acknowledge the transfer of ownership  
of [describe the item or property] from [Your Full Name] to myself,  
effective as of [effective date].

[Recipient's Signature]  
[Recipient's Printed Name]  
[Date]