

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

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

Subject: Change of Ownership Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you that the ownership of [Property/Business Name] has changed.

Effective [Date of Ownership Change], the new owner of [Property/Business Name] is [New Owner's Name], who can be reached at [New Owner's Address, Email, and Phone Number if applicable].

I kindly request that you update your records accordingly. If you have any questions or need further information, please feel free to contact me or the new owner directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position if applicable]