

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

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

Dear [Recipient Name],

Subject: Ownership Transfer Acknowledgment

I, [Your Name], hereby acknowledge the transfer of ownership of [describe the item or property, e.g., a vehicle, real estate, etc.] from [Previous Owner's Name] to [New Owner's Name] as of [Date of Transfer].

The details of the ownership transfer are as follows:

- Description of Item/Property: [Provide details]
- Previous Owner: [Previous Owner's Name]
- New Owner: [New Owner's Name]
- Date of Transfer: [Date]
- Any relevant identification numbers (VIN, property ID, etc.): [Insert numbers]

Both parties have agreed to the terms of this transfer, and all necessary documentation has been completed and signed.

Please feel free to contact me should you require any further information.

Sincerely,

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