

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

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

Subject: Ownership Transfer Letter for Inheritance

Dear [Recipient Name],

I, [Your Full Name], am writing to formally document the transfer of ownership of the following property/assets that I have inherited from [Deceased's Name], who passed away on [Date of Death].

Details of the Inherited Property/Assets:

- Property/Asset Description: [Description of the property/assets]
- Address (if applicable): [Property address]
- Title/Account Number: [Title or account number, if applicable]

As the legal heir and beneficiary of [Deceased's Name], I hereby confirm my acceptance of this inheritance and request the transfer of ownership into my name.

Enclosed with this letter are the following supporting documents:

1. Copy of the Death Certificate of [Deceased's Name]
2. Copy of the Will (if applicable)
3. Other relevant documents: [List any additional documents]

Please let me know if there are any further steps or documentation required to complete this transfer. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]