

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

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

Dear [Recipient's Name],

Subject: Ownership Transfer Notification

I hope this letter finds you well. I am writing to formally notify you of the transfer of ownership of [Asset/Property/Business Name] from [Previous Owner's Name] to [New Owner's Name], effective [Transfer Date].

Details of the Ownership Transfer:

- Previous Owner: [Previous Owner's Name]
- New Owner: [New Owner's Name]
- Asset/Property/Business Name: [Name]
- Date of Transfer: [Date]

Please update your records accordingly. Should you have any questions or require further information, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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