

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

[Recipient's Name]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Ownership Transfer Request

I am writing to formally request the transfer of ownership for [specify the item, property, or account] currently registered under my name, [Your Name], to [New Owner's Name].

Details of the Ownership Transfer:

- Item/Property/Account Description: [Description]
- Current Owner: [Your Name]
- New Owner: [New Owner's Name]
- Reason for Transfer: [Brief explanation]

I have attached all necessary documentation to facilitate this transfer, including [list any documents such as identification, proof of ownership, signed consent forms, etc.].

Please let me know if any additional information or action is required from my side to complete this transfer. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]