

[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: Change of Ownership

I am writing to formally notify you of the change of ownership for [describe the item, property, business, etc.]. As of [effective date], ownership will be transferred from [Current Owner's Name] to [New Owner's Name].

Details of the change are as follows:

- Current Owner: [Current Owner's Name]
- New Owner: [New Owner's Name]
- Item/Property/Business Name: [Name]
- Description: [Brief description]
- Effective Date: [Effective Date]

Please update your records accordingly. Should you have any questions or require additional information, feel free to contact 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 Title/Position, if applicable]