

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

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

Subject: Ownership Transfer of Real Estate Property

Dear [Recipient Name],

I am writing to formally transfer ownership of the property located at [Property Address] to you. This transfer is effective as of [Effective Date].

Details of the property are as follows:

- Property Type: [Type of Property]
- Legal Description: [Legal Description of Property]
- Tax Parcel Number: [Tax Parcel Number]

In accordance with our agreement, I hereby grant all rights, title, and interest in the above-mentioned property to you. Please find attached the signed deed and any other necessary documents for your records.

Should you have any questions or require additional information, please feel free to contact me.

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]