

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

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

Subject: Ownership Transfer Letter

Dear [Recipient's Name],

I, [Your Name], hereby transfer ownership of [describe the item, property, or asset] to [Recipient's Name]. The details of the transfer are as follows:

- Description of item/property: [Detailed description]
- Serial Number (if applicable): [Serial Number]
- Previous Ownership Details: [Your previous ownership details]
- Effective Date of Transfer: [Date]

I certify that I have the right to transfer ownership of this item and that it is free from any liens or encumbrances.

Please acknowledge receipt of this ownership transfer by signing below.

Sincerely,

[Your Signature]
[Your Printed Name]

Acknowledgment:

I, [Recipient's Name], acknowledge receipt of the above-mentioned ownership transfer.

[Recipient's Signature]
[Recipient's Printed Name]
[Date]