

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request verification of property ownership for the following property:

**\*\*Property Address:\*\*** [Property Address]

**\*\*Property Identification Number (if applicable):\*\*** [Number]

As part of [brief explanation of reason for request, e.g., a home purchase, legal matter, etc.], it is essential to confirm the current ownership details of the aforementioned property.

I would appreciate it if you could provide the necessary documentation or information to verify ownership at your earliest convenience. If you require any further information or documentation from my side, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]