

[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],

Subject: Ownership Acknowledgment

I, [Your Name], hereby acknowledge that I am the rightful owner of  
[describe the item, property, or intellectual property], which is located  
at [address or any relevant details].

I confirm that I hold the exclusive rights to this ownership and  
authorize [name of the individual or organization, if applicable] to act  
on my behalf regarding any matters related to this property.

Attached are copies of pertinent documentation supporting my claim of  
ownership.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Attachments: List any attached documents, if applicable]