

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

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

Subject: Ownership of Property Letter

Dear [Recipient Name],

I am writing to formally confirm my ownership of the property located at [Property Address], which I acquired on [Date of Purchase]. The property is registered under my name in the relevant land registry office.

Please find attached copies of the following documents for your reference:

1. Deed of Ownership
2. Recent Tax Statement
3. Title Insurance Policy

Should you require further information or additional documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]