

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

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

Subject: Ownership Verification Letter

Dear [Recipient Name],

I am writing to verify the ownership of [Property/Asset Description] located at [Property/Asset Address]. This letter serves to confirm that I, [Your Name], am the sole owner of the aforementioned property/asset as of [Date of Ownership].

Details of the ownership are as follows:

- Owner's Name: [Your Name]
- Ownership Date: [Date]
- Property/Asset Description: [Detailed Description]

Please find attached relevant documents that support this ownership claim, including [List of Attached Documents, e.g., deed, title, bills, etc.].

Should you require further information or additional verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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