

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

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

Subject: Property Ownership Documentation

Dear [Recipient Name],

I, [Your Name], am writing to provide documentation of my ownership of the property located at [Property Address], which I acquired on [Purchase Date].

Attached to this letter, you will find the following documents:

1. **Deed of Ownership**
2. **Property Tax Records**
3. **Title Insurance Policy**

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information or clarification regarding this property.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]