

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

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

Subject: Property Ownership Transfer Notification

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of the transfer of ownership of the property located at [Property Address] from [Previous Owner's Name] to [New Owner's Name], effective [Transfer Date].

The details of the transfer are as follows:

- Property Address: [Property Address]
- Previous Owner: [Previous Owner's Name]
- New Owner: [New Owner's Name]
- Transfer Date: [Transfer Date]
- [Any Additional Relevant Information]

Please update your records accordingly. Should you require any further information or documentation regarding this transfer, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]