

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

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

Subject: Property Deed Ownership Transfer

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally confirm the transfer of ownership for the property located at [Property Address], as per our prior agreement.

This letter serves as documentation that I, [Your Name], hereby transfer full ownership of the aforementioned property to [Recipient Name]. The completion of this transfer is effective as of [Date of Transfer].

The property deed has been duly signed and notarized, with a copy attached for your records. Please ensure that you update the property title and deed as required by local regulations.

Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]