

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally confirm my ownership of the investment property located at [Property Address].

As of [Date of Purchase], I acquired full ownership of the property, which includes [describe any relevant details about the property, e.g., "a single-family home with three bedrooms and two bathrooms"]. The property is currently used for [explain the purpose, e.g., "rental purposes" or "personal investment"].

Enclosed with this letter, you will find relevant documents, including the deed and purchase agreement, that substantiate my ownership.

Should you need any further information or have any questions regarding this matter, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]