

[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 assert my ownership of the rental property located at [Property Address], which I purchased on [Purchase Date].

This property includes the following details:

- ****Property Type****: [e.g., Single-family home, condominium, apartment]
- ****Size****: [e.g., Number of bedrooms, number of bathrooms, square footage]
- ****Current Tenants****: [If applicable, names of current tenants]

As the legal owner, I have the right to manage, lease, and make decisions regarding the property. Attached are copies of the relevant documents, including the deed and any pertinent agreements.

Should you have any questions or require further information, 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]

[Your Title (if applicable)]

[Your Company Name (if applicable)]

Attachments: [List of documents attached, if any]