

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

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

Subject: Property Ownership Notification

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally notify you that I am the new owner of the property located at [Property Address]. This change in ownership became effective on [Date of Transfer].

Please update your records accordingly. Should you require any further information or documentation to facilitate this process, do not hesitate to contact me at the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]