

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

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

Subject: Property Ownership Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally initiate the process of transferring ownership of the property located at [Property Address] from [Current Owner's Name] to [New Owner's Name].

Please find the relevant details regarding the property and the transfer:

- Property Description: [Brief Description of Property]
- Current Owner: [Current Owner's Name]
- New Owner: [New Owner's Name]
- Effective Date of Transfer: [Date]

Attached to this letter, you will find the signed agreement regarding the transfer, as well as any necessary documents required for the process.

Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your attention to this matter. I look forward to your prompt response in facilitating the transfer.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]