

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Property Ownership Verification for [Property Address]

Dear [Recipient's Name],

I am writing to request verification of property ownership for the property located at [Property Address]. I am currently engaged in [brief explanation of the reason for verification, e.g., a sale, refinancing, etc.], and I require confirmation of ownership as part of the process.

The details of the property are as follows:

- Property Address: [Property Address]
- Owner(s) Name: [Owner's Name]
- Legal Description: [Legal Description, if applicable]

Please let me know if you require any additional information or documentation to facilitate this request. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]