

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

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

Subject: Request for Property Title Transfer

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally initiate the process of transferring the title for the property located at [Property Address].

Details of the Property:

- Property Address: [Property Address]
- Current Owner(s): [Current Owner(s) Name]
- New Owner(s): [New Owner(s) Name]

As per our agreement dated [Agreement Date], I request the necessary documents and procedures to complete the title transfer. Please let me know if any additional information or documentation is required to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]