

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

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

Subject: Commercial Property Transfer Letter

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally initiate the transfer of ownership for the commercial property located at [Property Address], which I currently own. The details of the property are as follows:

- ****Property Description:**** [Brief description of the property]
- ****Current Owner:**** [Your Full Name]
- ****New Owner:**** [New Owner's Full Name]
- ****Transaction Date:**** [Proposed date of transfer]

As per our agreement, all necessary documentation for the transfer has been prepared and is attached with this letter. I kindly request that you review the enclosed documents and confirm your acceptance of the transfer.

Please feel free 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.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]