

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

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

Subject: Property Transfer Notice

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of the transfer of ownership for the property located at [Property Address], which will take effect on [Transfer Date].

The details of the property transfer are as follows:

- \*\*Property Address:\*\* [Complete Address]
- \*\*Current Owner:\*\* [Your Name]
- \*\*New Owner:\*\* [New Owner's Name]
- \*\*Legal Description of Property:\*\* [Insert Legal Description]

Enclosed you will find all necessary documentation to proceed with the transfer, including:

1. Signed Purchase Agreement
2. Title Deed
3. Property Survey
4. [Any other relevant documents]

Please feel free to reach out if you require any further information or clarification regarding this transfer.

Thank you for your attention to this matter.

Sincerely,

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