

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

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

Subject: Joint Property Transfer Request

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally initiate the process of transferring joint ownership of the property located at [Property Address]. As per our previous discussions, we have agreed to [briefly outline the agreement or terms of the transfer].

To proceed with the transfer, please find attached the necessary documents, including:

1. Copy of the property deed
2. Identification documents
3. [Any other relevant documents]

I would appreciate your confirmation of receipt of these documents and any additional steps required to complete this process. 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.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]