

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

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

Subject: Property Title Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally initiate the transfer of the property title for [Property Address or Description] from myself ([Your Name]) to [Recipient's Name].

Details of the property:

- Property Description: [Insert detailed description of the property]
- Current Owner: [Your Name]
- New Owner: [Recipient's Name]
- Sale Price (if applicable): [Insert amount or state "N/A"]

Enclosed with this letter are the necessary documents required for the title transfer, including:

1. [Document 1: e.g., Deed]
2. [Document 2: e.g., Title Insurance]
3. [Document 3: e.g., Sales Contract]

Please let me know if additional information or documents are required to proceed with this transfer. I appreciate your prompt attention to this matter and look forward to your confirmation of the transfer process.

Thank you for your cooperation.

Sincerely,

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