

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

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

Subject: Transfer of Property Ownership

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally transfer the ownership of the property located at [Property Address], which I currently own.

Property Details:

- Property Address: [Property Address]
- Legal Description: [Legal Description of the Property]
- Parcel Number: [Parcel Number]

I, [Your Name], hereby transfer all rights, title, and interest in the above-mentioned property to [Recipient's Name]. This transfer is effective as of [Effective Date of Transfer].

Attached are the necessary documents for the transfer, including:

1. Signed Deed of Transfer
2. Proof of Ownership
3. [Any other relevant documents]

Please sign and return a copy of this letter to confirm your acceptance of this transfer.

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosures: [List Enclosures]