

[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 Transfer Letter

Dear [Recipient's Name],

I am writing to formally confirm the transfer of property as per our agreement dated [Date of Agreement]. Below are the details of the agreement:

**\*\*Property Details:\*\***

- Property Address: [Property Address]
- Property Type: [Type of Property e.g., Residential, Commercial]
- Parcel/Tax ID: [Parcel or Tax ID Number]

**\*\*Agreement Details:\*\***

- Purchase Price: [Agreed Purchase Price]
- Payment Method: [Payment Method e.g., Cash, Financing]
- Deposit: [Deposit Amount]
- Closing Date: [Closing Date]
- Conditions: [Any Conditions to be met]

Please ensure all documents are ready for the completion of the transfer at the closing date mentioned above.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]