

[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, [Your Name], hereby transfer ownership of the property located at
[Property Address] to [Recipient's Name].

Details of the property:

- Property Type: [Residential/Commercial]
- Lot Number: [Lot Number]
- Deed Number: [Deed Number]

The transfer becomes effective on [Effective Date].

Enclosed are copies of relevant documents for your records. Should you
have any questions, feel free to contact me at [Your Phone Number] or
[Your Email Address].

Thank you.

Sincerely,

[Your Signature]
[Your Printed Name]