

[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 for Leasehold

Dear [Recipient's Name],

I am writing to formally transfer my leasehold interest in the property located at [Property Address] to you. The details of the lease are as follows:

- **Lease Start Date:** [Start Date]
- **Lease Expiration Date:** [Expiration Date]
- **Monthly Rent:** [Rent Amount]

As per the terms of the lease, I am providing this notice for the transfer, and I request your acknowledgment of this transfer. Enclosed are copies of all necessary documents, including the lease agreement and any relevant supporting information.

Please confirm your acceptance of this transfer by signing and returning the enclosed copy of this letter. I appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Enclosure: Copy of Lease Agreement