

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

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

Subject: Property Transfer Letter

Dear [Recipient Name],

I, [Your Name], am writing to formally notify you of the transfer of ownership for the property located at [Property Address]. This letter serves as the official document to confirm that the property has been transferred from [Seller's Name] to [Buyer's Name] as of [Transfer Date].

Details of the transaction are as follows:

- Property Address: [Property Address]
- Sale Price: [Sale Price]
- Date of Transfer: [Transfer Date]
- Previous Owner: [Seller's Name]
- New Owner: [Buyer's Name]
- Legal Description of Property: [Legal Description]

Please find enclosed all relevant documents, including the signed purchase agreement and any other required paperwork for your records. If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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