

[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 Sale and Purchase

Dear [Recipient's Name],

I am writing to formally confirm the sale and transfer of ownership of the property located at [Property Address] from [Seller's Name] to [Buyer's Name].

****Property Details:****

- Property Address: [Property Address]
- Legal Description: [Legal Description of the Property]
- Purchase Price: [Purchase Price]
- Closing Date: [Closing Date]

As per our agreement, the transaction will be completed on [Closing Date], and I will provide all necessary documents required for the transfer of ownership. Please find enclosed copies of the following documents:

1. Purchase Agreement
2. Title Deed
3. Any other relevant documents

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

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