

[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], the current owner of the property located at [Property Address], hereby transfer ownership of the aforementioned property to [Recipient Name].

This transfer is effective as of [Effective Date].

Please find attached the necessary documents for this property transfer, including [List of Attached Documents].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]