

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Property Transfer Notification

I hope this message finds you well. I am writing to inform you that as of [Date of Transfer], I have transferred ownership of the property located at [Property Address] to [New Owner's Name].

Please make a note of this change in your records for any future correspondence regarding this property. The details of the transaction are as follows:

- Previous Owner: [Your Name]
- New Owner: [New Owner's Name]
- Date of Transfer: [Date of Transfer]
- Property Address: [Property Address]

If you have any questions or require 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 Name]

[Your Signature (if sending a hard copy)]