

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

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

Dear [Recipient Name],

Subject: Residential Property Transfer

I, [Your Name], hereby formally transfer ownership of the residential property located at [Property Address] to [Recipient Name] effective [Date of Transfer].

Details of the property are as follows:

- Property Description: [Brief description of the property]
- Legal Description: [Provide legal description if applicable]
- Transfer Amount: [If applicable, state the amount for the transfer]

Enclosed are the necessary documents for the transfer, including [list documents, e.g., deed, tax information].

Please sign below to acknowledge the acceptance of this transfer.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledged by:

[Recipient Name]

Date: _____