

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

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

Subject: Property Transfer Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of the transfer of property located at [Property Address].

The details of the transfer are as follows:

- Property Description: [Brief description of the property]
- Transfer Date: [Date of transfer]
- New Owner: [Name of the new owner]

Please ensure that all future communications regarding this property are directed to the new owner.

If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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