

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Property Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the transfer of property located at [property address or description].

Details of the property:

- Property Address: [insert address]
- Property Identification Number: [insert number]
- Current Owner: [insert name]
- New Owner: [insert name]

I have attached the required documents for your review, including:

1. Proof of current ownership
2. signed transfer agreement
3. Identification of both parties

Please let me know if further information or documentation is needed to facilitate the transfer process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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