

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

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

Subject: Transfer of Property Ownership

Dear [Recipient's Name],

I, [Your Name], hereby agree to transfer ownership of the property located at [Property Address], described as [Legal Description of the Property], to [Recipient's Name].

This transfer is made in accordance with our agreed terms and conditions as outlined in our previous discussions. The effective date of this transfer will be [Effective Date].

Please find attached the necessary documents to facilitate this transfer, including [list any attached documents, e.g., title deed, property survey, etc.].

Should you have any questions or require further information, please feel free to contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]