

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

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

Subject: Title Transfer Deed

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the transfer of the title for the property located at [Property Address] under the following terms:

1. **\*\*Current Owner Information\*\***:

Name: [Current Owner's Name]  
Address: [Current Owner's Address]

2. **\*\*New Owner Information\*\***:

Name: [New Owner's Name]  
Address: [New Owner's Address]

3. **\*\*Property Details\*\***:

Description: [Brief Description of Property]  
Parcel Number: [Parcel Number]

4. **\*\*Transfer Terms\*\***:

Date of Transfer: [Proposed Transfer Date]  
Purchase Price: [Agreed Purchase Price]

Please include the following documents with the title transfer:

- Original Title Deed
- Signed Purchase Agreement
- Any additional necessary documentation

I appreciate your prompt attention to this matter and look forward to your confirmation of the title transfer. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]