

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

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

Subject: Request for House Title Transfer

Dear [Recipient's 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] from [Current Owner's Name] to [New Owner's Name].

The details of the property are as follows:

- Property Address: [Property Address]
- Current Owner: [Current Owner's Name]
- New Owner: [New Owner's Name]
- Date of Transfer: [Proposed Date]

I have attached all necessary documentation to facilitate this transfer, including [list any supporting documents, e.g., deed, identification, etc.].

Please let me know if there are any additional forms or procedures required to complete this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]