

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[County Clerk's Office]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for County Title Transfer

Dear [County Clerk's Name or "To Whom It May Concern"],  
I am writing to formally request the transfer of the title for the property located at [Property Address], with the parcel number [Parcel Number].

The details of the current ownership are as follows:

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

Enclosed are the necessary documents to complete the title transfer, including:

1. [Document 1, e.g., Deed]
2. [Document 2, e.g., Title Transfer Form]
3. [Document 3, e.g., Proof of Payment]

Please let me know if there are any additional requirements or fees associated with this transfer. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

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