

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

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

Subject: Request for Land Title Transfer

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

Details of the property are as follows:

- Property Description: [Brief description of the property, including lot number, size, etc.]
- Current Owner: [Current Owner's Name]
- New Owner: [New Owner's Name]
- Reason for Transfer: [Brief explanation of why the transfer is being requested]

Enclosed with this letter, you will find the necessary documentation to facilitate the transfer, including:

1. Completed title transfer form
2. Proof of payment of transfer fees
3. Identification documents of both parties

Please let me know if any additional information or documentation is required to expedite this process. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]