

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

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

Subject: Property Title Transfer

Dear [Recipient's Name],

I, [Your Full Name], hereby request the transfer of the title for the property located at [Property Address], currently under my ownership. The details of the transfer are as follows:

- Current Owner: [Your Full Name]
- New Owner: [New Owner's Full Name]
- Property Description: [Description of the Property, including the legal description]
- Transaction Date: [Date of Transfer]

Please find enclosed the necessary documents required for the title transfer process, including [list of documents attached, e.g., signed deed, identification, etc.].

I kindly ask for your prompt assistance in completing this transfer. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]