

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

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

Subject: Legal Title Transfer of [Property Description/Address]

Dear [Recipient Name],

I, [Your Name], hereby intend to transfer the legal title of the property located at [Property Address] to [Recipient Name]. This transfer is executed under the terms and conditions set forth herein.

1. ****Parties Involved****:

- ****Transferor****: [Your Name], [Your Title/Relationship to the Property]
- ****Transferee****: [Recipient Name], [Recipient's Title/Relationship]

2. ****Property Description****:

- Legal Description: [Insert Legal Description of the Property]
- Parcel Number: [Insert Parcel Number]

3. ****Consideration****:

- The total consideration for this transfer is [Amount/Terms of Payment].

4. ****Effective Date****:

- This title transfer shall be effective as of [Effective Date].

5. ****Additional Terms****:

- [Include any additional terms, conditions, or obligations]

Please find attached the necessary documentation required to facilitate this transfer, including:

- [List of Documents: e.g., Deed, Title Insurance, etc.]

I kindly request that you acknowledge receipt of this letter and the enclosed documents. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Signature]
[Your Printed Name]