

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

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

Subject: Ownership Title Transfer Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of the transfer of ownership title for the property located at [Property Address], which is being transferred from [Current Owner's Name] to [New Owner's Name].

Details of the transfer are as follows:

- ****Property Description****: [Brief Description of the Property]
- ****Current Owner****: [Current Owner's Name]
- ****New Owner****: [New Owner's Name]
- ****Transfer Date****: [Date of Transfer]
- ****Transfer Document Reference Number****: [Document Number, if applicable]

Please find enclosed all relevant documents pertaining to this ownership transfer, including the signed deed of transfer. We kindly request that you update all records accordingly.

Should you require any further information or clarification regarding this matter, 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]