

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

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

Subject: Joint Property Transfer Notice

Dear [Recipient Name],

We, the undersigned parties, hereby agree to the transfer of ownership of the property located at [Property Address], described as [Property Description, e.g., Lot Number, Block Number, etc.], from [Current Owner(s) Names] to [New Owner(s) Names].

This transfer is made under the following terms and conditions:

1. ****Transferor(s):****
 - [Current Owner(s) Name(s) and their respective addresses]
2. ****Transferee(s):****
 - [New Owner(s) Name(s) and their respective addresses]
3. ****Effective Date of Transfer:****
 - [Date]
4. ****Property Details:****
 - [Legal Description of Property]
 - [Parcel Number]
5. ****Consideration:****
 - [Total Amount or Other Consideration for the Transfer]
6. ****Signatures:****
 - [Current Owner(s) Signature(s)]
 - [Date]
 - [New Owner(s) Signature(s)]
 - [Date]

Please ensure that this letter is executed appropriately and filed with the necessary local authorities to reflect this change in ownership.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Signature]