

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

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

Subject: Confirmation of Property Transfer

Dear [Recipient Name],

I am writing to confirm the successful transfer of property located at [Property Address] from [Previous Owner's Name] to [New Owner's Name]. This transaction was completed on [Transfer Date] and recorded under document number [Document Number] at [County/City Recorder's Office]. Please find attached the relevant documents that verify the completion of this transfer. Should you have any questions or require further information, feel free to reach out to 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]  
[Your Title (if applicable)]