

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

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

Subject: Property Transfer Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the transfer of property located at [Property Address or Description] from [Current Owner's Name] to [New Owner's Name].

The details of the property are as follows:

- Property Identification Number: [PIN/ID Number]
- Description: [Brief description of property]
- Current Owner: [Current Owner's Name]
- New Owner: [New Owner's Name]

I have enclosed all necessary documents including [list any enclosed documents, e.g., purchase agreement, identification, etc.] for your review.

Please let me know if you require any further information or documentation to facilitate this transfer. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]