

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

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

Subject: Request for Property Deed Transfer

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the transfer of the property deed for the property located at [Property Address] to my name.

As per our discussions and the agreement dated [Date of Agreement], I am entitled to receive the deed following the completion of all necessary requirements. I have attached any relevant documentation, including [mention any attached documents, e.g., purchase agreement, identification, etc.], for your reference.

Please let me know if there are any additional forms or procedures required for this transfer to take place. I appreciate your prompt attention to this matter and look forward to your positive response. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]