

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

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

Subject: Transfer of Land Ownership

Dear [Recipient's Name],

I am writing to formally transfer ownership of the parcel of land located at [Property Address or Description] to you.

The details of the property are as follows:

- Legal Description: [Insert Legal Description]
- Parcel Number: [Insert Parcel Number]

This transfer is effective on [Effective Date]. I confirm that I hold clear title to the property and have the authority to transfer ownership. Please find attached the necessary documents to facilitate the transfer:

1. [List of Documents, e.g., deed, title report, etc.]

Should you have any questions or require further information, please feel free to contact me at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]