

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

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

Subject: Property Ownership Transfer

Dear [Recipient Name],

I, [Your Name], hereby acknowledge and confirm the transfer of ownership of the property located at [Property Address] to [Recipient Name]. This transfer is effective as of [Effective Date].

Details of the property are as follows:

- Property Description: [Description of the property]
- Legal Description: [Legal description of the property]
- Property Identification Number: [PIN or Tax ID]

I affirm that I am the rightful owner of the property and have the legal authority to transfer ownership.

Enclosed are the necessary documents for this transfer, including:

1. Deed of Transfer
2. [Any additional documents relevant to the transfer]

Please sign and return a copy of this letter to acknowledge your acceptance of this ownership transfer.

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]

Acknowledgment:

I, [Recipient Name], have read and understood the above terms and accept the transfer of ownership of the aforementioned property.

[Recipient Signature]  
[Date]