

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

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

Subject: Property Transfer Letter

Dear [Recipient Name],

I, [Your Name], hereby agree to transfer ownership of the property located at [Property Address] to [Recipient Name] as of [Effective Date].

Details of the Property:

- Property Address: [Property Address]
- Property Description: [Brief description of the property]

I confirm that I am the legal owner of the property and have the authority to transfer it. This transfer is made in accordance with the terms discussed between us.

Please find attached all necessary documents related to this property transfer, including:

1. [List any attached documents, e.g., title deed, sale agreement]

Please sign below to acknowledge the acceptance of this transfer.

Sincerely,

[Your Signature]  
[Your Printed Name]

Acknowledgment of Transfer:

\_\_\_\_\_  
[Recipient Name]

Date: \_\_\_\_\_