

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

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

Subject: Property Transfer Notification

Dear [Trustee's Name],

I hope this letter finds you well. I am writing to formally notify you of the transfer of the property located at [Property Address] to the trust under your management.

Details of the Property Transfer:

- Property Address: [Property Address]
- Description of Property: [Brief Description]
- Transfer Date: [Date of Transfer]

Please find enclosed all relevant documents that pertain to this property transfer, including [list any enclosed documents, e.g., deed, title insurance, transfer forms].

Should you require any further information or have questions regarding this transfer, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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

Enclosures: [List of enclosed documents]