

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

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

Dear [Recipient's Name],

Subject: Property Transfer Notification

I hope this message finds you well. I am writing to formally notify you of the transfer of the property located at [Property Address], which is scheduled to take place on [Transfer Date].

As part of this transfer, all rights and responsibilities associated with the property will be transferred to [New Owner's Name]. The new owner can be reached at [New Owner's Contact Information].

Please ensure all relevant documents are updated accordingly, and feel free to reach out if you require additional information or assistance during this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]