

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

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

Dear [Recipient Name],

Subject: Property Transfer Succession Letter

I hope this letter finds you well. I am writing to formally notify you of the succession of property located at [Property Address] under the estate of [Deceased's Name], who passed away on [Date of Passing].

As [the relationship to the deceased, e.g., "the son/daughter" or "the executor of the estate"], I am responsible for managing the transfer of this property in accordance with the wishes outlined in [the deceased's will, etc.].

The details of the transfer are as follows:

- Property Description: [Provide a brief description of the property]
- Legal Description: [Include legal description if available]

Please find the attached documents that support the transfer, including [list of documents, e.g., death certificate, will, property deed, etc.].

Should you require any additional information or have any questions regarding this process, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]