

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

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

Subject: Real Estate Transfer Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of the transfer of real estate property located at [Property Address], which is being transferred from [Current Owner's Name] to [New Owner's Name].

Details of the property are as follows:

- Property Address: [Property Address]
- Legal Description: [Insert Legal Description]
- Transfer Date: [Transfer Date]

This transfer is conducted in accordance with [applicable laws/regulations], and I have ensured that all necessary documentation has been completed and is available for your review.

Please find attached the following documents for your records:

1. Deed of Transfer
2. Purchase Agreement
3. [Any other relevant documents]

Should you have any questions or require further information regarding this transfer, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]