

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

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

Subject: Residential Property Transfer Letter

Dear [Recipient's Name],

I, [Your Full Name], hereby notify you of the transfer of ownership of the residential property located at [Property Address]. This letter serves to confirm the transfer, which took effect on [Effective Date of Transfer].

Details of the Property:

- Address: [Property Address]
- Legal Description: [Legal Description of the Property]
- Previous Owner(s): [Previous Owner(s) Name]
- New Owner(s): [New Owner(s) Name]

I affirm that all rights and responsibilities associated with the property have been duly transferred to the new owner(s). This transfer is acknowledged in accordance with the terms defined in the purchase agreement dated [Date of Purchase Agreement].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions regarding this transfer.

Sincerely,

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