

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

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

Subject: Property Transfer Notification

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you of the upcoming transfer of property located at [Property Address], which will occur on [Transfer Date].

As per our agreement, the following documents will be required for a smooth transition:

1. Signed transfer deed
2. Proof of payment
3. Title report

Please ensure all necessary documentation is prepared by [Deadline Date].

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

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Title/Position (if applicable)]