

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

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

Subject: Real Estate Transfer Notification

Dear [Recipient 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 I currently own.

The details of the transfer are as follows:

- **Previous Owner:** [Your Name]
- **New Owner:** [New Owner's Name]
- **Property Description:** [Brief description of the property]
- **Transfer Date:** [Date of transfer]

Please find enclosed the necessary documents that outline the transfer of ownership, including [list any attachments, e.g., the deed, transfer forms, etc.].

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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