

[Your Law Firm's Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Property Transfer Notice

Dear [Recipient's Name],

I hope this letter finds you well.

This letter serves to formally notify you of the upcoming transfer of property located at:

[Property Address]

[City, State, Zip Code]

****Transfer Details:****

- ****Current Owner(s):**** [Current Owner's Name(s)]

- ****New Owner(s):**** [New Owner's Name(s)]

- ****Property Description:**** [Legal Description of the Property as per Title Deed]

- ****Transfer Date:**** [Proposed Date of Transfer]

****Terms of Transfer:****

[Outline any terms and conditions related to the property transfer, including payment terms, contingencies, etc.]

****Enclosures:****

1. Copy of the current deed

2. Purchase Agreement

3. Any relevant inspection reports or disclosures

Please ensure that all necessary documentation and processes are followed to facilitate this transfer. Should you have any questions or require further clarification, do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]