

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

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

Subject: Real Property Transfer Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of the transfer of real property located at [Property Address], which will take effect on [Transfer Date].

The details of the transfer are as follows:

1. \*\*Current Owner(s):\*\* [Current Owner Name(s)]
2. \*\*New Owner(s):\*\* [New Owner Name(s)]
3. \*\*Legal Description of Property:\*\* [Insert legal description or parcel number]
4. \*\*Consideration Amount:\*\* \$[Amount]

Please find attached the relevant documentation supporting this transfer, including [list any attached documents, such as a deed, contract, or agreement].

Should you have any questions or require further clarification, please feel free to reach out to 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]