

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

[Buyer's Name]
[Buyer's Address]
[City, State, ZIP Code]

Subject: Property Transfer Notification

Dear [Buyer's Name],

I am writing to formally notify you of the upcoming transfer of ownership for the property located at [Property Address], which we have agreed to sell. Below are the details pertinent to the transaction:

****Property Details:****

- Address: [Property Address]
- Description: [Brief description of the property, e.g., single-family home, number of bedrooms/bathrooms, etc.]
- Sale Price: [Agreed Sale Price]

****Transfer Date:****

The transfer of ownership is scheduled to take place on [Closing Date].

****Condition of Property:****

The property will be sold in its current condition. [Include any details regarding repairs, inspections, or specific conditions agreed upon, if necessary.]

****Contingencies:****

[Outline any contingencies that must be met before the transfer can take place, e.g., financing, inspections, etc.]

****Settlement:****

The closing will be conducted at [Location of Closing] on [Time of Closing]. Please bring all necessary documents, including identification, and any required financial instruments.

****Additional Documents:****

Attached are the following documents for your review:

1. Purchase Agreement
2. Title Report
3. Disclosure Statement
4. [Any additional documents relevant to the transaction]

Please confirm receipt of this letter and your acknowledgment of the details outlined above. If you have any questions or require further clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation. I look forward to a smooth and successful property transfer.

Sincerely,

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