

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Property Title Change

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a change in the title of the property located at [Property Address], currently under my ownership.

The details of the property are as follows:

- Current Title Holder: [Your Name]
- New Title Holder: [New Owner's Name]
- Property Description: [Brief description of the property]

The reason for the title change is [explain reason briefly, e.g., transfer of ownership, inheritance, etc.].

Please find attached the necessary documents to support this request, including [list of attached documents such as ID, property deed, etc.].

I kindly ask you to process this request at your earliest convenience. If you need any additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]