

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

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

Subject: Property Ownership Transfer

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally initiate the transfer of property ownership for the property located at [Property Address].

As per our agreement dated [Date of Agreement], I am hereby transferring all rights and interests in the aforementioned property to you. Please find enclosed the necessary documents for the transfer, including:

1. Signed transfer deed
2. Property title deed
3. Any additional required documentation

I kindly request that you review this information and confirm receipt at your earliest convenience. Should you need any further assistance or information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Enclosures: [List of enclosed documents]