

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

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

Dear [Recipient's Name],

Subject: Notification of Property Transfer

I hope this letter finds you well. I am writing to formally notify you of the transfer of property located at [Property Address]. As of [Transfer Date], the property has been transferred from [Previous Owner's Name] to [New Owner's Name].

Please update your records accordingly. The new owner can be reached at the following contact information:

[New Owner's Address]
[New Owner's Email Address]
[New Owner's Phone Number]

If you require any further documentation or information regarding this transfer, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]