

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

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

Subject: Property Ownership Transfer

Dear [Recipient Name],

I, [Your Name], hereby declare that I am the rightful owner of the property located at [Property Address], and I wish to formally transfer ownership of said property to [Buyer's Name].

The details of the property are as follows:

- Property Address: [Property Address]
- Lot Number: [Lot Number]
- Legal Description: [Legal Description if applicable]

This transfer of ownership will be effective as of [Effective Date]. The Buyer, [Buyer's Name], has agreed to the terms of this transfer, and both parties have signed the necessary documents to facilitate this process.

Please find attached all required documents, including:

- Signed Sale Agreement
- Title Deed
- [Any other relevant documents]

I request that the necessary steps be taken to update the property records to reflect this transfer.

Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

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