

[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 Transfer Letter

Dear [Recipient's Name],

I am writing to officially notify you of the transfer of property as outlined in the will of [Deceased's Name], who passed away on [Date of Death]. As the appointed executor of the estate, I am responsible for administering the distribution of assets according to the wishes of the deceased.

Property Details:

- Property Address: [Complete Address]
- Legal Description: [Insert Legal Description of Property]
- Current Owner: [Deceased's Name]

As per the will, this property is to be transferred to [Beneficiary's Name], whose details are as follows:

- Beneficiary's Address: [Complete Address]
- Relationship to Deceased: [Relationship]

Enclosed with this letter, you will find the necessary documentation, including:

1. Copy of the Death Certificate
2. Copy of the Last Will and Testament
3. [Any Other Relevant Documents]

Please sign and return the enclosed acceptance letter to confirm receipt and acknowledgment of the property transfer. If you have any questions or require further information, feel free to contact me at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]

Executor of the Estate of [Deceased's Name]

[Enclosures: Acceptance Letter, Death Certificate, Will, etc.]