

[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, [Your Name], hereby declare my intention to transfer ownership of the property located at [Property Address] to [Recipient's Name]. This transfer is effective as of [Effective Date].

The details of the property are as follows:

- Property Description: [Brief description of the property, e.g., type of property, size, boundaries]
- Parcel Number: [Parcel or tax identification number]
- Legal Description: [Legal description of the property, if applicable]

As part of this transfer, I confirm that all obligations pertaining to the property, including any outstanding debts, taxes, or liens, will be settled prior to the transfer date.

Please find attached the necessary documentation to facilitate this transfer, including:

1. [List of attached documents, e.g., deed of transfer, title record]
2. [Additional documents, if applicable]

By signing below, both parties agree to the terms of this property transfer.

Sincerely,

[Your Signature]
[Your Printed Name]
[Recipient's Signature]
[Recipient's Printed Name]
[Date of Signing]

Attachments: [List of documents attached]