

[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 hope this letter finds you well. I am writing to formally confirm the transfer of property located at [Property Address], which is being conveyed from [Seller's Name] to [Buyer's Name].

Details of the property are as follows:

- Property Description: [Description of the property]
- Parcel Number: [Parcel Number if applicable]
- Sale Price: [Agreed Sale Price]
- Closing Date: [Closing Date]

Please find attached the necessary documents for this transaction, including:

1. [List of attached documents, e.g., title deed, sales contract, etc.]
2. [Any additional documents]

This letter also serves to confirm that the closing will occur at [Location of Closing] on [Date of Closing] at [Time of Closing].

If there are any questions or further information needed, please feel free to contact me at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company Name, if applicable]