

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

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

Subject: Property Transfer Documentation

Dear [Recipient Name],

I hereby request the transfer of ownership for the property located at [Property Address] from [Current Owner's Name] to [New Owner's Name]. Please find attached the necessary documents and information required for the process, including:

1. Title deed
2. Sale agreement
3. Identification documents

Kindly let me know if any further information or documentation is required to facilitate this transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]