

[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 Deed Transfer

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to officially request the transfer of the property deed for the property located at [Property Address], currently owned by [Current Owner's Name].

Details of the Property:

- Legal Description: [Insert legal description of the property]
- Parcel Number: [Insert parcel number]

I, [Your Full Name], am the intended recipient of the property deed as per the agreement made on [Date of Agreement]. As such, I kindly ask that you initiate the necessary procedures for the transfer of the deed into my name.

Please find attached the following documents for your reference:

1. Signed transfer agreement
2. Proof of identity
3. Any other required documentation

Should you need any further information or additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response regarding the next steps in the transfer process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]