

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the recent transfer of property ownership for [Property Address] to [New Owner's Name]. This change took effect on [Transfer Date].

The new owner can be contacted at [New Owner's Contact Information] for any inquiries regarding the property. Should you have any questions or require further information, feel free to reach out to me.

Thank you for your attention to this matter.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Optional: Your Company Name]