

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

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

Subject: Transfer of Ownership of Documents

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally transfer ownership of the following documents:

1. [Document Title/Description]
2. [Document Title/Description]
3. [Document Title/Description]

These documents are now the property of [Recipient's Name or Organization] as of [Effective Date of Transfer].

Please acknowledge receipt of these documents by signing and returning the enclosed copy of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]