

# Beneficiary Property Transfer Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Formal Application for Property Transfer

Dear [Recipient's Name],

I am writing to formally request the transfer of property located at [Property Address], which I am the beneficiary of per [deceased person's name]'s will dated [Insert Date of Will].

As per the terms outlined in the will, I understand that the necessary steps must be taken to facilitate this transfer. I have attached the relevant documentation for your review:

- Copy of the will
- Death certificate
- Proof of identity
- Any other relevant documents

I kindly request your assistance in processing this application promptly. If there are any additional forms or information required, please let me know. I appreciate your attention to this matter and look forward to your response.

Thank you for your cooperation.

Sincerely,

[Your Name]