

Garden Plot Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Garden Association/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the transfer of my garden plot (Plot Number: [Insert Plot Number]) located at [Community Garden Name/Location]. Due to [brief explanation of the reason for transfer, e.g., relocating, health issues], I am unable to maintain my responsibilities for the plot.

I kindly ask for your assistance in transferring this plot to another individual who is interested in cultivating it. I can provide my assistance in this transition, should it be necessary.

Thank you for considering my request. I look forward to your prompt response.

Warm regards,

[Your Name]