

Property Transfer Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of the transfer of ownership of the property located at [Property Address]. This transfer is effective as of [Effective Date].

The details of the property transfer are as follows:

- **Previous Owner:** [Previous Owner's Name]
- **New Owner:** [New Owner's Name]
- **Property Description:** [Brief Description of the Property]
- **Transfer Date:** [Transfer Date]

Please update your records accordingly. Should you have any questions regarding this transfer, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]