

# Property Ownership Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the transfer of ownership of the property located at [Property Address], currently under my name as [Current Owner's Name].

Due to [reason for transfer, e.g., sale, inheritance, etc.], I kindly request that you initiate the necessary steps to transfer the property ownership to [New Owner's Name].

Please let me know if there are any required documents or further information needed to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]