

Property Ownership Transition Notification

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you of a transition in the ownership of the property located at:

[Insert Property Address]

[City, State, Zip Code]

The property was previously owned by:

[Insert Previous Owner's Name]

[Insert Previous Owner's Contact Information]

As of [Insert Date of Transition], the new owners of the property are:

[Insert New Owner's Name]

[Insert New Owner's Contact Information]

All relevant documents regarding the ownership transfer are attached for your records. Please update your records accordingly.

If you have any questions or require further information, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Title/Position]

[Your Organization/Company Name]

[Insert Your Contact Information]