

Request for Property Ownership Records

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Office or Agency Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access to the property ownership records for the following property:

Property Address: [Insert Property Address]

Parcel Number: [Insert Parcel Number if available]

This information is necessary for [briefly explain your reason, e.g., a personal inquiry, legal matter, etc.]. I would appreciate your assistance in providing this information at your earliest convenience.

Thank you for your attention to this matter. Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]