

# Ownership Transfer Confirmation

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],

This letter serves as confirmation of the transfer of ownership of [Description of Item/Property] from [Your Name] to [Recipient's Name]. The details of the transfer are as follows:

- **Item/Property Description:** [Description]
- **Transfer Date:** [Date of Transfer]
- **Previous Owner:** [Your Name]
- **New Owner:** [Recipient's Name]

Both parties have agreed upon the terms of the transfer, and any outstanding obligations or conditions have been fulfilled.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]