

Transfer of Ownership Responsibilities

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]

To: [Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally transfer ownership responsibilities of [specific item, property, or business] to you, effective [effective date]. This decision has been made after careful consideration and discussion.

The terms of this transfer include:

- Ownership will officially change to you as of [effective date].
- You will assume all responsibilities and liabilities associated with [item/property/business] from that date onward.
- Any existing agreements or obligations will be your responsibility from the effective date.

Please sign and return a copy of this letter to confirm your acceptance of these terms.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Contact Information]

Accepted by:

[Recipient's Name]

Date: _____