

# Change of Ownership Notification

Date: [Insert Date]

To Whom It May Concern,

This letter is to formally notify you of the change in ownership of [Property/Business Name] located at [Property/Business Address].

The change of ownership took effect on [Effective Date]. The new owner is [New Owner's Name], who can be reached at [New Owner's Contact Information].

Please update your records to reflect this change. If you have any questions or require further information, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]