

# Ownership Transfer Request

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the transfer of ownership for the following property:

**Property Description:** [Insert Property Description]

**Current Owner:** [Insert Current Owner's Name]

**New Owner:** [Insert New Owner's Name]

As of [Insert Date], please update your records to reflect this change in ownership. Attached are the necessary documents, including [list the attached documents].

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]