

Property Ownership Change Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Title]

[Insert Company/Organization Name]

[Insert Address]

[Insert City, State, Zip Code]

Dear [Insert Recipient Name],

I am writing to formally request a change of ownership for the property located at [Insert Property Address]. The current owner of record is [Insert Current Owner's Name], and I am requesting that the ownership be transferred to [Insert New Owner's Name].

Details of the property are as follows:

- Property Address: [Insert Property Address]
- Parcel Number: [Insert Parcel Number]
- Current Owner: [Insert Current Owner's Name]
- New Owner: [Insert New Owner's Name]

Enclosed with this letter are the necessary documents to facilitate this request, including proof of ownership, identification, and any required forms.

Please let me know if any further information is needed to process this change. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]