

# Letter of Request for Change in Property Ownership

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a change in the ownership of the property located at [Property Address] from [Current Owner's Name] to [New Owner's Name]. This change is required due to [reason for change, e.g., sale, inheritance, etc.].

Attached are the necessary documents for your review, including [mention attached documents such as deed, proof of identity, etc.]. I appreciate your attention to this matter and ask that you process this request at your earliest convenience.

If you have any questions or require additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]