

# Deed Transfer Information Letter

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to provide you with important information regarding the recent transfer of the deed for the property located at [Property Address]. The transfer was completed on [Transfer Date] and is now officially recorded under your name.

Details of the Transfer:

- **Property Address:** [Property Address]
- **Previous Owner:** [Previous Owner Name]
- **New Owner:** [Your Name]
- **Transfer Date:** [Transfer Date]
- **Document Number:** [Document Number]

If you have any questions regarding this transfer or the associated documents, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]