

Property Ownership Change Advisement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Property Ownership Change Advisement

Dear [Recipient Name],

This letter serves to inform you of a change in the ownership of the property located at [Property Address], which is now under the ownership of [New Owner's Name]. This transition was officially completed on [Date of Ownership Change].

Please update your records accordingly. Should you have any questions or require further documentation, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]