

# Loan Account Ownership Transfer

Date: [Insert Date]

To,

[Lender's Name]  
[Lender's Address]  
[City, State, Zip Code]

Subject: Request for Loan Account Ownership Transfer

Dear [Lender's Name],

I, [Your Name], am writing to formally request the transfer of ownership for loan account number [Loan Account Number] from myself to [New Owner's Name].

Details of the transfer are as follows:

- **Current Owner:** [Your Name]
- **New Owner:** [New Owner's Name]
- **Loan Account Number:** [Loan Account Number]
- **Transfer Reason:** [Reason for Transfer]

I have obtained the consent of [New Owner's Name] to assume all rights and responsibilities of this loan account. I kindly request your assistance in updating your records to reflect this change.

Thank you for your attention to this matter. Please let me know if you require any further information or documentation to process this request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]