

Loan Ownership Transfer Request

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

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

Dear [Lender's Name],

I am writing to formally request the transfer of ownership for the loan account number [Insert Loan Account Number], currently held by [Current Borrower's Name], to [New Borrower's Name]. This transfer is requested due to [briefly state reason, e.g., sale of property, personal circumstance].

Please find the necessary documentation attached to facilitate this transfer:

- [Document 1]
- [Document 2]
- [Document 3]

I kindly request your prompt attention to this matter, and I would appreciate any further information or documentation needed to expedite this process.

Thank you for your assistance.

Sincerely,

[Your Name]