

Request for Loan Title Ownership Change

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Loan Company Name]

[Loan Company Address]

[City, State, Zip Code]

Dear [Loan Company Contact/Department],

I am writing to formally request a change in the title ownership associated with loan account number [Insert Account Number]. Due to [brief explanation of reason, e.g., marriage, sale, transfer], I would like to update the title ownership from [Current Owner's Name] to [New Owner's Name].

Enclosed, please find the necessary documents required to process this change, including [list of documents such as proof of identity, marriage certificate, sale agreement, etc.].

I kindly ask that you process this request at your earliest convenience. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]