

Residential Property Title Transfer Procedure

Date: [Insert Date]

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

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

Subject: Request for Title Transfer of Residential Property

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my intention to transfer the title of the residential property located at [Property Address] to [New Owner's Name]. The reason for this transfer is [specific reason for the transfer].

In accordance with the property title transfer procedure, I have gathered the necessary documentation, including:

- Completed title transfer application form
- Current property deed
- Identification proof of the current and new owner
- Payment of applicable transfer fees

I kindly request your assistance in processing this title transfer promptly. Please let me know if there are any additional documents or requirements needed from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]