

Title Transfer Request Letter

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Title Transfer of Residential Property

Dear [Recipient Name],

I am writing to formally request the transfer of the title for the residential property located at [Property Address]. This request is made in accordance with the terms of the sale agreement dated [Date of Agreement].

Details of the property are as follows:

- Property Address: [Property Address]
- Current Owner: [Current Owner's Name]
- New Owner: [New Owner's Name]
- Sale Price: [Sale Price]
- Date of Sale: [Date of Sale]

Attached you will find all necessary documents pertaining to the sale, including the signed sale agreement, proof of payment, and any relevant identification documents.

Please let me know if you require any further information or documentation to facilitate this transfer. I look forward to your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]