

Ownership Transfer Update

Date: [Insert Date]

To Whom It May Concern,

We are pleased to inform you that the property located at [Insert Property Address] is currently under contract for ownership transfer. The transaction is being facilitated by [Insert Real Estate Agency or Responsible Party].

The anticipated closing date for this transaction is [Insert Closing Date]. We are working diligently to ensure a smooth transfer process and will keep all parties informed of any updates.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]