

Ownership Change Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a change in ownership regarding [specify the property, business, or asset]. Effective [insert effective date], the ownership has transferred from [Previous Owner's Name] to [New Owner's Name].

This change has been duly documented and recorded. [Optional: Include any relevant details about the transaction or new ownership].

We kindly request you to update your records accordingly. Should you have any questions or require further information, please feel free to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]