

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Municipal Office/Department]  
[Department Name, e.g., Property Tax Department]  
[Municipal Address]

**RE: Transfer of Ownership for Property: [Property Address or Parcel Number]**

To Whom It May Concern,

I am writing to formally request a transfer of ownership for the property located at [Full Property Address], identified by Account/Parcel Number [Number].

The previous owner of record, [Name of Deceased], passed away on [Date of Death]. As the [Executor/Heir/Beneficiary] of the estate, I am requesting that the municipal records and future tax billings be updated to reflect the new legal owner(s):

**New Owner Name(s):** [Name of New Owner]  
**Mailing Address:** [New Owner's Mailing Address]  
**Contact Number:** [Phone Number]

Please find the following supporting documents attached to this request:

- Certified Copy of the Death Certificate
- Letters Testamentary or Letters of Administration
- Recorded Deed showing the transfer of title
- [Any other locally required forms]

Please confirm once the municipal records have been updated. If there are any fees associated with this transfer or if further information is required, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]