

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

[Date]

[Assessor's Name, if known]
Office of the Municipal Assessor
[Municipality/City Name]
[Department Address]
[City, State, Zip Code]

RE: Notice of Transfer of Real Property Ownership

To the Office of the Municipal Assessor,

This letter serves as formal notification that the property listed below has been transferred to a new owner.

Property Details:

- **Property Address:** [Full Address of the Property]
- **Parcel Number / Tax ID:** [Insert Number]
- **Legal Description:** [Insert Brief Description or Lot/Block Number]

Transfer Details:

- **Date of Transfer:** [Date of Closing/Sale]
- **Previous Owner (Seller):** [Name of Seller]
- **New Owner (Buyer):** [Name of Buyer]
- **New Owner Mailing Address:** [Address where future tax bills should be sent]

I have enclosed a copy of the [Grant Deed / Quitclaim Deed / Sales Contract] as recorded with the County Recorder's Office for your records. Please update your tax rolls and assessment records to reflect this change in ownership.

Should you require any additional documentation or have questions regarding this transfer, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]

Enclosure: [List attached documents, e.g., Copy of Deed]