

[Current Date]

[Recipient Name/Department, e.g., Tax Assessor or Building Department]

[Municipal Office Name]

[Street Address]

[City, State, Zip Code]

**RE: Notice of Ownership Reassignment for Multi-Family Property**

Property Address: [Full Property Address]

Parcel/Block/Lot Number: [Insert Identification Number]

To Whom It May Concern,

This letter serves as formal notification that the ownership of the multi-family property located at the address mentioned above has been reassigned.

**Previous Owner Information:**

Name: [Previous Owner Name]

Address: [Previous Owner Mailing Address]

**New Owner Information:**

Name: [New Owner/Entity Name]

Mailing Address: [New Owner Mailing Address]

Phone Number: [Contact Phone Number]

Email Address: [Contact Email Address]

The effective date of this transfer was [Date of Transfer]. Attached to this letter, please find a copy of the [Recorded Deed/Transfer Documents] for your records.

Please update all municipal records, including property tax billing, utility accounts, and building permits, to reflect the new ownership information. Future correspondence regarding this property should be directed to the new owner at the address provided above.

Thank you for your attention to this matter. Should you require additional documentation, please contact [Name] at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., New Owner, Manager, or Attorney]