

[Date]

[Municipal Department Name]

[Department Address]

[City, State, Zip Code]

RE: Notification of Ownership Transfer - Vacant Land

To the Property Tax/Assessor Department,

This letter serves as formal notification that the ownership of the vacant land described below has been transferred.

Property Details:

- **Property Address:** [Full Address of Land]
- **Parcel Number (APN):** [Insert Parcel Number]
- **Legal Description:** [Insert Legal Description]
- **Date of Transfer:** [Date of Sale/Transfer]

Previous Owner Information:

Name: [Previous Owner Name]

Mailing Address: [Address]

New Owner Information:

Name: [New Owner Name]

Mailing Address: [New Mailing Address]

Phone Number: [Phone Number]

Email Address: [Email Address]

Please update your records to ensure that all future property tax assessments, utility bills, and municipal notices are directed to the new owner at the mailing address provided above.

Attached to this letter is a copy of the [Recorded Deed / Transfer Document] for your reference.

If you require additional documentation or information to complete this update, please contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Relationship to Property: e.g., Buyer, Seller, or Agent]