

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Official Notification of Property Transfer**

Dear [Recipient Name],

This letter serves as official notification regarding the transfer of ownership for the property located at:

**[Full Property Address]**

Please be advised that as of [Effective Date of Transfer], the ownership of the aforementioned property has been transferred from [Previous Owner Name] to [New Owner Name].

**Details of Transfer:**

- **Date of Transfer:** [Date]
- **New Owner Contact:** [New Owner Phone/Email]
- **Management Company (if applicable):** [Name of Company]

Regarding future actions:

- **Payments:** All payments due after [Date] should be directed to [New Payment Instructions/Entity].
- **Service Requests:** Please contact [Name/Department] at [Phone Number] for any maintenance or administrative inquiries.
- **Records:** Please update your records to reflect this change in ownership effective immediately.

All existing agreements, leases, or contracts associated with this property [will remain in effect / have been assigned] under the terms previously established, unless otherwise communicated.

If you have any questions regarding this transition, please contact [Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Authorized Signature]  
[Your Title/Position]  
[Company Name]