

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**RE: Notice of Property Title Transfer**

Dear [Recipient Name],

This letter is to formally notify you that the ownership title for the property located at **[Property Address]** has been officially transferred.

The transfer from **[Previous Owner Name]** to **[New Owner Name]** was completed on **[Date of Transfer]** and has been recorded with the **[Name of County/City]** Land Registry office.

As a result of this transfer, please note the following changes:

- **New Owner:** [New Owner Name/Entity]
- **Contact Information:** [Phone/Email]
- **Payment/Correspondence Address:** [Address for future interaction]
- **Effective Date:** [Date]

Please ensure that all future correspondence, tax assessments, or utility billings related to this property are updated to reflect the new ownership information mentioned above.

If you have any questions regarding this transition, please contact [Name] at [Phone Number].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Role]