

Request for transferring property ownership

Subject: Request for Name Transfer of Property

Dear [Recipient Name],

I am writing to formally request the transfer of ownership of the property located at [Property Address] from [Current Owner Name] to [New Owner Name]. All relevant documents, including the sale deed and identity proofs, are enclosed.

Kindly process this transfer at the earliest and inform me if any additional documentation is required.

Sincerely,

[Your Name]

[Contact Information]

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