

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name or Institution]  
[Recipient Title/Department]  
[Recipient Address]

**RE: Property Transfer Request per Divorce Decree**

**Case Number:** [Enter Court Case Number]

**Property/Account Description:** [Enter Address or Account Number]

To Whom It May Concern,

I am writing to formally request the transfer of ownership for the above-referenced property/account pursuant to a final divorce decree issued by the [Enter Court Name] on [Enter Date of Decree].

According to the court order, the property/account currently held in the name(s) of [Enter Current Name(s) on Title] is to be transferred as follows:

- **New Owner Name:** [Enter Name of Person Receiving Property]
- **New Mailing Address:** [Enter New Address]
- **Transfer Effective Date:** [Enter Date]

Enclosed with this letter, please find the following supporting documentation:

- A certified copy of the Divorce Decree / Judgment of Dissolution.
- A signed Quitclaim Deed (if applicable).
- [List any other required documents, e.g., Application for Title, Tax Forms].

Please update your records and provide written confirmation once the transfer has been completed. If there are any additional forms, fees, or steps required to finalize this process, please contact me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]