

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Tax Assessor/Municipal Tax Department]

[Municipality Name]

[Address]

[City, State, Zip Code]

RE: Notice of Property Ownership Transfer

To the Tax Authorities,

This letter serves as formal notification regarding the transfer of ownership for the real estate property described below:

- **Property Address:** [Full Property Address]
- **Parcel/Tax Map ID Number:** [Insert ID Number]
- **Date of Transfer:** [Date of Closing/Sale]

Previous Owner Information:

Name: [Seller's Full Name]

Forwarding Address: [Seller's New Address]

New Owner Information:

Name: [Buyer's Full Name]

Mailing Address for Tax Bills: [Buyer's Mailing Address]

Phone Number: [Buyer's Phone Number]

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

Attached to this notice is a copy of the recorded deed (or Transfer Declaration) for your reference.

If you require any additional documentation or have questions regarding this transfer, please contact me at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]