

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

RE: Notice of Property Transfer / Change of Ownership
Policy Number: [Your Policy Number]
Property Address: [Address of the Property Transferred]

To Whom It May Concern,

This letter serves as formal notification that the ownership of the property located at [Property Address] has been transferred.

The details of the transfer are as follows:

- **Date of Transfer:** [Date]
- **New Owner Name:** [New Owner Name]
- **New Owner Contact Information:** [New Owner Phone/Email]

As a result of this transfer, please take the following action regarding the aforementioned policy:

[Choose one: Please cancel the insurance policy effective as of the transfer date / Please update the policy to reflect the change in ownership.]

Please send written confirmation of this change and, if applicable, any premium refund check to my current mailing address provided above.

Thank you for your prompt attention to this matter. Please contact me if you require any further documentation or information.

Sincerely,

[Your Signature]
[Your Printed Name]