

Authorization Letter for Title Transfer

[Your name]

[Your address]

[Your contact information]

[Date]

[Name of the Recipient]

[Address of the Recipient]

[Contact Information of the Recipient]

Sub: Authorization Letter for Title Transfer

To whom it may concern,

I, [mention the name of the person] from this date [mention the date] is transferring the ownership of my [mention the details] to [mention the name of the person]. Therefore I am requesting you to change the ownership of [mention details] to the present owner's name.

It is not possible for me to meet you in person regarding this matter; for that, please accept my sincere apology.

Therefore I give me next to kin [mention the name] complete authority to take and make any decision in this matter. And also give him the full authority to sign all the relevant documents that are related to the ownership transfer procedure on his behalf of me.

I am attaching all the related documents and my ownership certificate of [mention details] along with this letter.

Also, I am attaching an identity proof [mention the name of the document] of my next to kin [mention the name] for smooth execution of his/her authority.

I do take full responsibility for this above-said request. I would also ask you to feel free to call me any time regarding this matter.

I hope you will oblige me by considering my request.

Thank you very much,

Sincerely,

(Hand-written Signature)

(Date)

(Notary or witness if required)