To,

(Name)
(Job Title)
(Address)
[Location (city)]
(Date)

Subject: \_\_\_\_\_\_\_\_\_

Dear Mr/Ms XYZ,

On (current date here), I, (seller’s name here) am transferring ownership of my item **XYZ** to (buyer’s name here). The model number/identification number of the item is (Details). It is **XYZ** in color.

The buyer has paid \_\_\_\_\_\_\_\_\_\_ to complete this transaction by paying in the form of **XYZ**. The buyer owns the following item: **XYZ**

Signature and Date (Sellers)
Signature and Date (Buyers)