

PUBLIC NOTICE FORMAT

NOTICE OF TRANSFER OF FLAT

Date: 28th January 2025

Place: Mumbai, India

To,

The Society Manager

[XYZ Society Name]

[XYZ Society Address]

Mumbai, Maharashtra, India

Subject: Notice of Transfer of Flat Ownership

Dear Sir/Madam,

I, **[Co-Owner's Name]**, residing at **[Co-Owner's Address]**, am the co-owner of Flat No. **[Flat Number]**, located at **[Flat Address]**, [XYZ Society Name], Mumbai, Maharashtra, India. I am writing to inform the management of the unfortunate demise of my partner, **[Deceased Partner's Name]**, who was also a co-owner of the said flat.

As per the legal procedures following the death of **[Deceased Partner's Name]**, I, as the surviving co-owner, intend to transfer the full ownership of the flat into my name, effective from the date of this notice. The legal formalities and necessary documents, including the death certificate of **[Deceased Partner's Name]**, are in the process of being submitted to the relevant authorities.

I kindly request the society management to update the records and take necessary actions to facilitate the transfer of ownership of the above-mentioned flat into my name.

Please acknowledge receipt of this notice and confirm the next steps for the completion of the transfer process.

Thank you for your attention to this matter.

Sincerely,

[Co-Owner's Name]

Co-Owner, Flat No. [Flat Number]

[Co-Owner's Address]

Mumbai, Maharashtra, India

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