

## TRANSFEROR'S LETTER TO SOCIETY

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To,  
  
The Hon. Secretary,  
  
\_\_\_\_\_ Co-op. Housing Soc. Ltd.,

Dear Sir,  
  
Re : Transfer of share certificate No. \_\_\_\_\_ standing in my name bearing distinctive Nos. \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) in favour of Shri/Smt. \_\_\_\_\_.

As per the agreement dated \_\_\_\_\_, 20\_\_ entered into by me with Shri/Smt \_\_\_\_\_ I have sold the share certificate No \_\_\_\_\_ bearing distinctive Nos. \_\_\_\_\_ to \_\_\_\_\_ (both inclusive) held by me in your society together with the incidental rights to use and occupy flat No. \_\_\_\_\_ on the floor of the building known as \_\_\_\_\_ of your society situated at \_\_\_\_\_ . A copy of the said agreement is enclosed herewith.

You are, therefore requested to kindly transfer the share certificate which stands in my name in favour of the above purchaser and also the right to use and occupy the said flat. The necessary forms in respect of transfer and membership of your society are submitted herewith duly completed.

Thanking you,

Yours faithfully

(Shri/Smt \_\_\_\_\_)

Transferor

**DISCLAIMER:** These legal forms and documents are for reference only. Any agreement that you enter into, should be in consultation with a Solicitor or an Advocate. India Properties Com Pvt. Ltd. will not be responsible for any claim arising out of the use of any of the above mentioned documents.