

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Business Equity Transfer Letter

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally transfer my equity in [Business Name] to you. As of [Effective Date], I will be relinquishing my ownership interest of [Percentage]% in the company.

Details of the Transfer:

- Transferee: [Recipient's Name]
- Transferor: [Your Name]
- Percentage of Equity Transferred: [Percentage]%
- Effective Date of Transfer: [Effective Date]
- Consideration: [Consideration, if any]

I confirm that the equity transfer has been duly approved by all necessary parties, and all relevant documentation will be provided as required.

Please acknowledge receipt of this letter and the agreement to accept the transfer.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]