

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

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

Subject: Conditional Equity Transfer Letter

Dear [Recipient's Name],

I, [Your Name], hereby agree to transfer [number of shares] shares of [Company Name] (the "Equity") to you under the following conditions:

1. ****Condition Precedent****: This transfer is contingent upon [specific condition(s) that must be fulfilled for the transfer to occur, e.g., payment of a specified amount, completion of an agreement, etc.].
2. ****Effective Date****: The transfer shall take effect on [effective date], provided that the conditions stated herein are met.
3. ****Obligations of the Recipient****: You agree to [any obligations that the recipient must fulfill, e.g., confidentiality, compliance with laws, etc.].
4. ****Governing Law****: This agreement shall be governed by the laws of [State/Country].

Please acknowledge your acceptance of this conditional equity transfer by signing below.

Sincerely,

[Your Signature]
[Your Printed Name]

Accepted and Agreed:

[Recipient's Name]
[Date]

[Optional Notary Section]

Notary Public: _____

My Commission Expires: _____