

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

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

Subject: Equity Transfer Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally initiate the transfer of equity in [Company Name] as per our agreement dated [Date of Agreement]. This letter serves to outline the details of the transfer and provide the necessary documentation for the process.

1. ****Details of the Transfer:****

- ****Amount of Equity Being Transferred:**** [Percentage/Number of Shares]
- ****Current Value of Equity:**** [Value]
- ****Effective Date of Transfer:**** [Date]

2. ****Transferor Information:****

- Name: [Your Full Name]
- Address: [Your Address]
- Position/Title: [Your Position]
- Signature: [Your Signature]

3. ****Transferee Information:****

- Name: [Recipient's Full Name]
- Address: [Recipient's Address]
- Position/Title: [Recipient's Position]
- Signature: [Recipient's Signature]

4. ****Terms and Conditions:****

- [Include any specific terms or conditions related to the equity transfer.]

5. ****Additional Documentation Attached:****

- [List any documents attached, e.g., stock certificates, board resolutions, etc.]

Please sign and return a copy of this letter to acknowledge your acceptance of the equity transfer. Should you have any questions or require further information, do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Enclosure: Equity Transfer Agreement] (if applicable)