

[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 Interest Transfer Letter

Dear [Recipient's Name],

I, [Your Name], am writing to formally transfer my equity interest in [Name of Company] to [Recipient's Name] as per our agreement dated [Date of Agreement].

Details of the Transfer:

- **Transferor:** [Your Name]
- **Transferee:** [Recipient's Name]
- **Company:** [Name of Company]
- **Equity Interest Percentage:** [Percentage]
- **Effective Date of Transfer:** [Effective Date]

I hereby confirm that I am transferring all rights, title, and interest in the specified equity interest and that this transfer is made in accordance with our agreement.

Please acknowledge receipt of this letter and the acceptance of the transfer by signing below.

Sincerely,

[Your Signature]
[Your Printed Name]

Acknowledgment of Transfer:

I, [Recipient's Name], accept the transfer of equity interest as outlined above.

[Recipient's Signature]

[Date]

Cc: [Optional - Other relevant parties]