

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

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

Subject: Equity Transfer Acknowledgment

Dear [Recipient Name],

I am writing to formally acknowledge the transfer of equity as per our agreement dated [date of agreement]. This letter serves to confirm that [number of shares/percentage] of equity has been transferred from [Transferor's Name] to [Transferee's Name].

Details of the Transfer:

- Transferor: [Transferor's Name]
- Transferee: [Transferee's Name]
- Number of Shares/Percentage: [number/percentage]
- Date of Transfer: [date]
- Effective Date: [effective date]

Please retain this letter for your records. Should you have any questions or require further documentation, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]
[Your Company Name, if applicable]