

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

Subject: Equity Transfer Letter

Dear [Recipient's Name],

We are pleased to inform you about the equity transfer in relation to the merger between [Your Company Name] and [Recipient's Company Name], effective as of [Effective Date]. This letter serves as official documentation for the transfer of equity interests as outlined in our merger agreement dated [Merger Agreement Date].

1. **\*\*Parties Involved\*\***:

- Transferor: [Your Company Name]
- Transferee: [Recipient's Company Name]

2. **\*\*Equity Details\*\***:

- Total Equity Shares Being Transferred: [Number of Shares]
- Percentage of Total Equity: [Percentage]

3. **\*\*Consideration\*\***:

- The agreed consideration for the transfer is [Amount or Description of Consideration].

4. **\*\*Conditions\*\***:

- This transfer is subject to the terms and conditions laid out in the merger agreement.

Please sign below to acknowledge the acceptance of the equity transfer.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Acknowledgment of Acceptance:

---

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Date]