

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

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

Subject: Equity Transfer Letter

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally document the transfer of equity in [Property/Asset Name] located at [Property Address/Description].

As of [Effective Date], I, [Your Name], hereby transfer [specific percentage or amount] of my equity interest in [Property/Asset] to you, [Recipient Name]. This transfer is made with the understanding that [brief reasons for the transfer, if applicable].

Please find attached any relevant documents that support this transfer, including [list documents, e.g., title deed, appraisal, etc.].

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]