

[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, [Your Name], hereby transfer [number of shares] shares of [Company Name], representing [percentage]% of my total ownership, to [Recipient Name]. This transfer is effective as of [effective date].
The details of the transfer are as follows:
- Number of Shares Transferred: [number of shares]
- Company Name: [Company Name]
- Transfer Date: [effective date]
Please let me know if you require any further information or documentation to complete this transfer.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]
[Enclosures: any relevant documents]