

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Subject: Equity Transfer Notification
Dear [Recipient Name],
I am writing to formally notify you about the transfer of equity as
detailed below:
Transferor Information:
Name: [Transferor Name]
Address: [Transferor Address]
Equity Share Amount: [Number of Shares/Percentage]
Transferee Information:
Name: [Transferee Name]
Address: [Transferee Address]
Equity Share Amount: [Number of Shares/Percentage]
Effective Date of Transfer: [Transfer Date]
We kindly request you to update your records to reflect this transfer.
Please let us know if you require any further documentation or
information to process this change.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title/Position]
[Your Company Name] (if applicable)
[Your Signature (if sending a hard copy)]