

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

[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]
Subject: Equity Transfer Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the transfer of equity related to my [specify stock, shares, or partnership interest] in [Company/Organization Name].

Details of the transfer are as follows:

- **Current Holder:** [Your Name]
- **Quantity of Equity to be Transferred:** [Number of shares or percentage]
- **Recipient of Transfer:** [Recipient Name]
- **Purpose of Transfer:** [Brief explanation of why the transfer is occurring]

Please let me know if you require any additional information or documentation to facilitate this transfer. I appreciate your prompt attention to this matter, and I look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]