

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

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

Subject: Formal Equity Transfer Notification

Dear [Recipient's Name],

I, [Your Name], hereby formally transfer [number of shares/percentage] of equity in [Company Name] to [Recipient's Name]. This transfer is effective as of [effective date].

Details of the Transfer:

- Transferor: [Your Name]
- Transferee: [Recipient's Name]
- Equity Interest: [number of shares/percentage]
- Company: [Company Name]
- Effective Date: [effective date]

Please find enclosed any necessary documents for the completion of this transfer. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]