

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Joint Venture Equity Transfer

We are writing to formally notify you of our intention to transfer equity in the joint venture, [Joint Venture Name], as per the terms outlined in our Joint Venture Agreement dated [Agreement Date].

Details of the Equity Transfer:

- **Transferor:** [Your Company Name]
- **Transferee:** [Recipient Company Name]
- **Equity Percentage Being Transferred:** [XX%]
- **Effective Date of Transfer:** [Effective Date]

The transfer is being conducted in accordance with the provisions of our agreement and has been agreed upon by both parties. Attached to this letter are all necessary documents including the [Transfer Agreement/Any Relevant Documentation].

Please confirm your acceptance of this equity transfer by signing below and returning a copy of this letter to us by [Response Due Date].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

****Acknowledgment of Equity Transfer****

I, [Recipient Name], hereby acknowledge and accept the above-stated equity transfer in [Joint Venture Name].

Signature: _____ Date: _____

[Recipient Title]

[Recipient Company Name]