

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Equity Transfer Notification

I hope this message finds you well.

I am writing to formally notify you of the transfer of equity interests in [Company Name] as per our agreement dated [date of agreement]. This transfer will take effect on [effective date] and is in alignment with the conditions outlined in our corporate structure.

The details of the equity transfer are as follows:

- ****Transferring Party:**** [Name of transferring party]
- ****Receiving Party:**** [Name of receiving party]
- ****Number of Shares/Equity Interests:**** [Number of shares/equity interests being transferred]
- ****Percentage of Ownership Post Transfer:**** [Percentage ownership after transfer]

Please acknowledge receipt of this letter and confirm the acceptance of the transfer. We look forward to your cooperation and any necessary steps to be taken moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]