

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

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

Dear [Recipient's Name],

Subject: Proposal for Partial Equity Transfer Arrangement

I hope this letter finds you well. I am writing to formally propose a partial equity transfer arrangement regarding [briefly describe the asset or business].

As we have previously discussed, I believe that a transfer of [specific percentage or amount] of my equity will benefit both parties by [briefly outline the benefits of the arrangement].

The key terms of the proposed arrangement are as follows:

1. ****Equity Percentage****: I propose to transfer [specific percentage] of my equity.
2. ****Valuation****: The valuation of the equity is based on [method of valuation or agreed-upon figures].
3. ****Payment Terms****: The payment for the equity transfer will be structured as follows: [describe payment terms].
4. ****Timeline****: We aim to complete this transfer by [insert proposed date].
5. ****Additional Terms****: [any additional terms or conditions relevant to the arrangement].

I believe this arrangement represents a mutually beneficial opportunity, and I am open to discussing any modifications you may have in mind. Please let me know a convenient time for us to meet or discuss this proposal further.

Thank you for considering this proposal. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]