

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

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

Subject: Personal Equity Transfer Letter

Dear [Recipient's Name],

I, [Your Full Name], hereby transfer my equity interest in [Specify the asset, e.g., partnership, business, etc.], located at [Location or description of the asset] to [Recipient's Full Name].

****Details of Transfer:****

- ****Asset Description:**** [Describe the asset]
- ****Equity Percentage:**** [Indicate the percentage of equity being transferred]
- ****Transfer Date:**** [Date of transfer]

I affirm that I have the authority to make this transfer and that the terms outlined here are legally binding.

Please review the details provided, and should you have any questions, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]