

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

[LLC Name]
[LLC Address]
[City, State, Zip Code]

Subject: Equity Transfer Letter

Dear [Recipient's Name],

I, [Your Name], am writing to formally transfer my membership interest in [LLC Name], currently held under my name, to [Recipient's Name].

Details of the transfer are as follows:

- ****Current Member****: [Your Name]
- ****Transferee****: [Recipient's Name]
- ****Percentage of Interest being Transferred****: [XX%]
- ****Effective Date of Transfer****: [MM/DD/YYYY]

I confirm that this transfer is in compliance with the operating agreement of [LLC Name] and has been duly approved by the necessary parties.

Please update the records of [LLC Name] to reflect this change in ownership.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]