

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

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

Subject: Equity Transfer Letter

Dear [Recipient's Name],

I am writing to formally transfer my equity shares in [Company Name] to you. Below are the details of the transfer:

- ****Number of Shares****: [Number of Shares]
- ****Class of Shares****: [Class of Shares, e.g., Common, Preferred]
- ****Transferor****: [Your Name]
- ****Transferee****: [Recipient's Name]

This transfer is effective as of [Effective Date].

Please sign and return a copy of this letter to indicate your acceptance of this transfer.

Thank you.

Sincerely,

[Your Signature]

[Your Printed Name]