

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

Facebook Support Team  
Facebook, Inc.  
1 Hacker Way  
Menlo Park, CA 94025

Dear Facebook Support Team,  
Subject: Request for Facebook Page Transfer

I hope this message finds you well. My name is [Your Name], and I am the current administrator of the Facebook page "[Page Name]" (Page ID: [Page ID]). I am writing to formally request the transfer of ownership of this Facebook page to [New Admin's Name], who will assume the role of primary administrator.

Reason for Transfer:

[Provide a brief explanation of why you are requesting the transfer, e.g., change in business structure, personal reasons, etc.]

New Admin Details:

- Name: [New Admin's Name]
- Facebook Account Link: [Link to New Admin's Profile]
- Email Address: [New Admin's Email Address]

I understand the importance of following the necessary procedures for a successful transfer and am prepared to provide any additional information or documentation required to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt assistance in processing this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]

[Your Business Name, if applicable]