

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

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

Dear [Recipient Name],

Subject: LLC Ownership Transfer

I hope this letter finds you well. I am writing to formally notify you about the transfer of ownership of [LLC Name], a Limited Liability Company registered in [State], from [Current Owner's Name] to [New Owner's Name].

The transfer will take effect on [Effective Date]. All necessary documentation, including the LLC Operating Agreement and any relevant amendments, will be updated to reflect this change in ownership.

I request that you acknowledge the receipt of this letter and confirm the acceptance of this ownership transfer at your earliest convenience.

Should you have any questions or require further information, please feel free to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]