

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

Subject: Letter of Transfer for LLC Membership

Dear [LLC Members/Manager's Name],

I, [Your Name], the undersigned, hereby formally request the transfer of my membership interest in [LLC Name] to [Transferee's Name].

Details of the Transfer:

- Current Member: [Your Name]
- Transferee: [Transferee's Name]
- Membership Interest Percentage: [Percentage]%
- Effective Date of Transfer: [Effective Date]

I affirm that this transfer complies with the operating agreement of [LLC Name] and has been agreed upon by the parties involved.

Please update your records accordingly. Should you require additional documentation or information, feel free to contact me.

Sincerely,

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