

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

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

Dear [Recipient Name],

Re: Transfer of LLC Interests

I hope this letter finds you well.

I am writing to inform you of my intention to transfer my interest in [LLC Name], [LLC's state of formation], to [Transferee's Name]. The following details pertain to this transfer:

1. **Transferor:** [Your Name]
2. **Transferee:** [Transferee's Name]
3. **Interest Being Transferred:** [Percentage or Description of Interest]
4. **Effective Date of Transfer:** [Effective Date]

This transfer is made in accordance with the operating agreement of [LLC Name] and with the understanding that [Transferee's Name] will assume all rights and obligations associated with the interest as stipulated therein.

Please update the LLC's records to reflect this transfer and let me know if you require any further documentation or information to complete this process.

Thank you for your attention to this matter.

Sincerely,

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