

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

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

Subject: Transfer of LLC Membership Shares

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally notify you of my intention to transfer my membership shares in [LLC Name], located at [LLC Address], to [New Member Name]. This transfer pertains to [number or percentage of shares being transferred] of my total membership interest in the LLC.

The details of the transfer are as follows:

- **\*\*Current Member:\*\*** [Your Name]
- **\*\*New Member:\*\*** [New Member Name]
- **\*\*Number of Shares to be Transferred:\*\*** [Number of Shares]
- **\*\*Effective Date of Transfer:\*\*** [Effective Date]

I have obtained the necessary approval from the other members as per the Operating Agreement. I kindly ask that you update the membership records to reflect this change and provide a confirmation of the transfer.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]  
[Your Title/Position in LLC, if applicable]