

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

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

Subject: LLC Interest Transfer Letter

Dear [Recipient Name],

I, [Your Name], the undersigned member of [LLC Name], hereby transfer my [percentage]% interest in [LLC Name] to [Recipient Name], effective as of [effective date].

Details of the Transfer:

- Transferor: [Your Name]
- Transferee: [Recipient Name]
- Interest being transferred: [percentage]%

This transfer is made in accordance with the operating agreement of [LLC Name] and complies with all applicable laws. I confirm that the recipient is aware of their rights and obligations as a member of the LLC.

Please find attached any necessary documentation supporting this transfer.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]
[Attachments: if any]