

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

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

Subject: LLC Member Transfer Request

Dear [LLC Manager/Member Name],

I, [Your Name], a member of [LLC Name], hereby request the transfer of my membership interest in the LLC. The details of the transfer are as follows:

****Current Member Information:****

- Member Name: [Your Name]
- Percentage of Membership Interest: [X%]

****Proposed Transferee Information:****

- Transferee Name: [Transferee Name]
- Contact Information: [Transferee Address, Email, Phone]

I request that the membership interest be transferred to [Transferee Name] effective [Effective Date]. Please let me know if you require any additional documentation or information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position, if applicable]