

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

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

Subject: LLC Membership Transfer Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of the transfer of my membership interest in [LLC Name], effective [Transfer Date].

As of the date mentioned above, I have transferred my [percentage/number of units] membership interest to [New Member's Name]. They will assume all rights, responsibilities, and obligations associated with my membership in the LLC.

Please update your records accordingly to reflect this change. If you have any questions or require additional information, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Title/Position (if applicable)]

[LLC Name]