

[Your Name]
[Your Title]
[Your Company Name, LLC]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company Name, LLC or relevant entity]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of LLC Ownership Change

I am writing to formally inform you of a change in ownership of [Your Company Name, LLC]. As of [Effective Date of Change], [New Owner's Name] has acquired [Percentage]% ownership of the LLC.

Please update your records accordingly. If you have any questions or require further documentation regarding this ownership change, do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]
[Your Company Name, LLC]