

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

Dear [Recipient Name],

Subject: LLC Ownership Transfer Letter

I, [Your Name], am the [Current Title/Position] of [LLC Name], an LLC registered in [State]. I wish to formally notify you of the transfer of my ownership interest in [LLC Name].

The details of the ownership transfer are as follows:

1. **\*\*Transferor\*\***: [Your Name]
2. **\*\*Transferee\*\***: [New Owner's Name]
3. **\*\*Effective Date of Transfer\*\***: [Date]
4. **\*\*Percentage of Ownership Being Transferred\*\***: [Percentage]%

This transfer has been approved in accordance with the operating agreement of [LLC Name].

Please update your records accordingly. Should you require any additional information or documentation, 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]

[Your Title/Position]

[LLC Name]

[Enclosures: (if any)]