

[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 Transfer Agreement

Dear [Recipient's Name],

This letter serves as a formal agreement for the transfer of [Ownership Percentage] of [LLC Name] from [Current Owner's Name] to [New Owner's Name].

1. ****Parties Involved**:**

- Current Owner: [Current Owner's Name]
- New Owner: [New Owner's Name]

2. ****Description of Transfer**:**

- Amount of Interest Being Transferred: [Specify Amount or Percentage]
- Effective Date of Transfer: [Date]

3. ****Consideration**:**

- The total consideration for this transfer is [\$Amount] to be paid by the New Owner to the Current Owner on or before [Payment Deadline].

4. ****Representations and Warranties**:**

- Both parties represent and warrant that they have the authority to enter this agreement and that the LLC is in good standing.

5. ****Miscellaneous**:**

- This agreement constitutes the entire understanding between the parties and supersedes all prior discussions.
- This agreement shall be governed by the laws of the State of [State].

Please sign below to acknowledge your agreement to the terms outlined above.

Sincerely,

[Your Signature]
[Your Printed Name]
[Signature of Current Owner]
[Printed Name of Current Owner]
[Date]
[Signature of New Owner]
[Printed Name of New Owner]
[Date]

****Note**:** Ensure to replace placeholders with relevant information.