

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

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

Subject: LLC Membership Interest Transfer

Dear [Recipient Name],

I, [Your Name], hereby transfer my membership interest in [LLC Name], a [State] Limited Liability Company, to [Transferee Name].

The details of the transfer are as follows:

- Current Member: [Your Name]
- Transferee: [Transferee Name]
- Percentage of Membership Interest: [X%]
- Effective Date of Transfer: [Date]

I confirm that the terms of this transfer have been agreed upon, and the transferee will assume all rights and obligations associated with the transferred interest as of the effective date.

Please update the LLC's records accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]
[Notary Section, if required]
[Notary Public Signature]
[Notary Seal]