

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

Dear [LLC Members/Manager's Name],

Subject: Notice of Transfer of Membership Interest

I am writing to formally notify you of the transfer of my membership interest in [LLC Name]. This transfer is effective as of [Effective Date].

Details of the transfer are as follows:

- **Transferor's Name**: [Your Name]
- **Transferee's Name**: [New Member's Name]
- **Membership Interest Transferred**: [Percentage or description of the interest]

I have attached all necessary documents related to this transfer, including the transfer agreement. Please update your records accordingly. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position in LLC (if applicable)]