

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: LLC Transfer Request

Dear [Recipient's Name],

I am writing to formally request the transfer of my membership interest in [LLC Name] to [New Member's Name] effective [desired transfer date]. Details of the transfer are as follows:

- Current Member: [Your Name]
- New Member: [New Member's Name]
- Percentage of Interest Being Transferred: [Percentage or fraction]

Please let me know if you require any further information or documentation to facilitate this request. I would appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title, if applicable]