

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

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

Dear [Recipient Name],

Subject: LLC Member Transfer Notification

I hope this letter finds you well. I am writing to formally notify you of my intention to transfer my membership interest in [LLC Name], effective [Effective Date of Transfer].

The details of the transfer are as follows:

- Current Member: [Your Name]
- Membership Interest: [Percentage of Interest Being Transferred]
- Transferee: [New Member's Name]
- Transfer Date: [Date of Transfer]

Please ensure that all relevant records are updated to reflect this change in ownership. I appreciate your cooperation in facilitating this transfer.

If you have any questions or require additional information, please feel free to contact 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 or Position, if applicable]
[LLC Name]