

[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 Partnership Transfer Notification

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you of my intention to transfer my partnership interest in [LLC Name] effective [Transfer Date]. As stipulated in our Operating Agreement, I will be transferring my [percentage]% ownership stake to [Transferee's Name].

Please find the details of the partnership transfer below:

- Current Partner: [Your Name]
- New Partner: [Transferee's Name]
- Percentage of Ownership Transferred: [percentage]%
- Effective Date of Transfer: [Transfer Date]

This transfer has been discussed and agreed upon by all parties involved.

I believe this change will be beneficial for the future of [LLC Name].

If you have any questions or require additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title, if applicable]

[LLC Name]