

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

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

Subject: Transfer of Ownership of LLC

Dear [Recipient Name],

I am writing to formally notify you of the transfer of ownership of [LLC Name], effective [Effective Date]. This letter serves as documentation of the change in ownership from [Current Owner's Name] to [New Owner's Name].

Details of the Transfer:

- LLC Name: [LLC Name]
- Current Owner: [Current Owner's Name]
- New Owner: [New Owner's Name]
- Percentage of Ownership Transferred: [Percentage]

All parties have agreed to the terms of this transfer, and all necessary documentation has been processed in accordance with [State] laws and the operating agreement of the LLC.

Please update your records to reflect this change and direct any future correspondence regarding [LLC Name] to [New Owner's Name] at [New Owner's Contact Information].

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

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