

[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 Shares Transfer Letter

Dear [Recipient's Name],

I, [Your Name], am the owner of [Number] shares of [LLC Name]. I hereby wish to transfer my shares to [Recipient's Name] as follows:

1. \*\*Transferor Information:\*\*

- Name: [Your Name]
- Address: [Your Address]
- Number of Shares: [Number of Shares]

2. \*\*Transferee Information:\*\*

- Name: [Recipient's Name]
- Address: [Recipient's Address]

3. \*\*Transfer Details:\*\*

- Date of Transfer: [Transfer Date]
- Reason for Transfer: [Reason, if applicable]

Please update the membership records of [LLC Name] to reflect this transfer.

Thank you for your assistance with this matter.

Sincerely,

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

Enclosure: [Any relevant documents, if applicable]