

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

RE: Transfer of Membership Interest

Dear [LLC Members/Manager's Name],

I, [Your Name], hereby notify you of my intention to transfer my membership interest in [LLC Name]. The details of the transfer are as follows:

1. **Transferor:** [Your Name]
2. **Transferee:** [Transferee's Name]
3. **Percentage of Membership Interest Being Transferred:** [XX%]
4. **Effective Date of Transfer:** [Date]

This transfer is in accordance with the Operating Agreement of [LLC Name] and has been discussed with the necessary parties. Please let me know if any further action or documentation is required on my part to finalize this transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Typed Name]