

[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 Membership Change Notification

I hope this letter finds you well. I am writing to formally notify you of a change in membership for [LLC Name], effective [Effective Date].

As of [Effective Date], the following changes have taken place:

- [List any new members, members leaving, or changes in ownership percentages]

Please update your records accordingly. If you have any questions or require further information regarding this change, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[LLC Name]