

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

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

Subject: Membership Transfer Letter for [LLC Name]

Dear [Recipient Name],

I, [Your Name], am writing to formally request the transfer of my membership interest in [LLC Name], a limited liability company organized under the laws of [State]. My membership interest represents [percentage or specific details of membership interest] in the company.

Due to [reason for transfer, e.g., personal, business, etc.], I have decided to transfer my membership interest to [Name of Recipient], effective as of [Effective Date].

Please consider this letter as my official notice for the transfer of my membership. I request that you update the company's records to reflect this change.

If you require any additional information or documents to process this transfer, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

[LLC Name]