

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

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

Subject: Ownership Transfer Letter for [Business Name]

Dear [Recipient's Name],

I hereby confirm the transfer of ownership of [Business Name], located at [Business Address], from [Current Owner's Name] to [New Owner's Name], effective [Transfer Date].

The terms of this transfer have been agreed upon, and the necessary actions have been taken to ensure a smooth transition. This letter serves as formal documentation of the ownership change.

Please find enclosed all relevant documents pertaining to the business transfer, including [list any documents, e.g., agreement, licenses, etc.].

If you have any further questions or need additional information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Business Name]