

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

[Recipient Name]  
[Recipient Title (if applicable)]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Business Title Transfer

I hope this letter finds you well. I am writing to formally initiate the transfer of [specific title or asset] associated with [Business Name or Description] to [Recipient's Name or Company Name].

The details of the transfer are as follows:

- Title/Asset: [Description of the title/asset]
- Current Owner: [Your Name/Company]
- New Owner: [Recipient Name/Company]
- Transfer Date: [Proposed Date for Transfer]

We believe this transfer will benefit both parties, and we are prepared to assist with any necessary documentation or procedures required to complete this process smoothly.

Please let us know if you have any questions or need further information.

We look forward to your confirmation to proceed with the transfer.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]