

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

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

Subject: Partnership Change Notification

Dear [Partner's Name],

This letter serves to formally notify you of recent changes to our LLC partnership agreement.

1. ****Change in Partnership Structure****:

- [Detail specific changes, e.g., addition of new partner, removal of existing partner, change in ownership percentages, etc.]

2. ****Effective Date****:

- The changes will take effect on [Effective Date].

3. ****Amendment to Agreement****:

- Please find attached the amended partnership agreement reflecting the changes.

4. ****Next Steps****:

- Kindly review the attached document and sign where indicated. A copy can be returned via email or by mail.

5. ****Other Considerations****:

- [Include any additional information or instructions as necessary].

I appreciate your cooperation in this matter. Should you have any questions or require further discussion, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Role in LLC]

[LLC Name]