

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

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

Dear [Recipient's Name],

Subject: Buy-Sell Agreement for [Your LLC Name]

We are pleased to present the Buy-Sell Agreement for [Your LLC Name] as agreed upon by all members. This agreement aims to ensure a smooth transition of ownership interests while preserving the stability and continuity of our limited liability company.

Please find below the key terms and conditions of the Buy-Sell Agreement:

1. **\*\*Parties Involved\*\***:

- [Member 1 Name and Ownership Percentage]
- [Member 2 Name and Ownership Percentage]
- [Additional Members as Necessary]

2. **\*\*Triggering Events\*\***:

- Death of a member
- Departure of a member (voluntary or involuntary)
- Bankruptcy of a member

3. **\*\*Valuation Method\*\***:

- [Specify the method used for determining the value of the ownership interest]

4. **\*\*Purchase Price\*\***:

- [Outline how the purchase price will be determined and paid]

5. **\*\*Notice Requirements\*\***:

- Parties must provide written notice to each other regarding any triggering events within [number] days.

6. **\*\*Dispute Resolution\*\***:

- Any disputes arising out of this agreement shall be resolved through [mediation/arbitration/court jurisdiction].

7. **\*\*Amendments\*\***:

- This agreement may only be amended in writing signed by all parties.

We encourage you to review the attached document carefully. Please feel free to reach out if you have any questions or require further clarification on any point.

Once you have reviewed the agreement, please sign and return a copy for our records. Your cooperation in facilitating this process is greatly appreciated.

Sincerely,

[Your Name]

[Your Title]

[Your LLC Name]

[Enclosure: Buy-Sell Agreement Document]