

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

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

Subject: ZVAC License Transfer Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my ZVAC license, currently registered under my name, to [New License Holder's Name].

Details of the current license are as follows:

- License Number: [Your License Number]
- Expiration Date: [Expiration Date]

The reason for this transfer is [brief reason for transfer, e.g., change of ownership, business restructuring, etc.]. I have attached all necessary documents required for the transfer process, including [list any attached documents, e.g., identification, transfer forms, etc.].

Please let me know if you require any further information or documentation to facilitate this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]