

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

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

Subject: Business Transfer Letter

Dear [Recipient Name],

I am writing to formally notify you of the transfer of [Business Name] located at [Business Address] to [New Owner's Name], effective [Effective Date].

As of this date, all rights, responsibilities, and ownership of the business will be transferred to [New Owner's Name]. They will be responsible for all operations, including but not limited to financial obligations, contracts, and employee management.

Please do not hesitate to contact me if you have any questions regarding this transition. I appreciate your understanding and support during this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Business Name]