

License Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the transfer of license [License Type/Number], currently held by [Current License Holder's Name], to [New License Holder's Name]. This transfer is requested due to [brief explanation of reason for transfer].

Attached you will find all the necessary documents to facilitate this transfer, including [list of documents]. Please let me know if any additional information is required.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Company, if applicable]