

License Transfer Request Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally request the transfer of the [specific license name or number] from [Current License Holder's Name] to [Your Company Name] as part of our recent acquisition of [Description of the Business/Asset]. We believe that this transfer is essential for us to continue operations smoothly and meet our obligations under the existing agreements.

The details of the acquisition are as follows:

- Acquisition Date: [Insert Date]
- Acquisition Amount: [Insert Amount]
- Description of the Business: [Brief Description]

We are prepared to provide any necessary documentation required to facilitate this transfer, including the acquisition agreement and any other supporting materials. Please let us know if there are specific forms or processes that we need to complete to expedite this matter.

Thank you for your attention to this request. We look forward to your prompt response so we can proceed with the necessary steps for the license transfer.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]