

License Transfer Request

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to formally request the transfer of my real estate license, currently held under my name, [Your Name], with license number [Your License Number]. This request is due to [briefly describe the reason for the transfer, e.g., a change in brokerage, relocation, etc.].

Details of the Transfer:

- **Current License Holder:** [Your Name]
- **New License Holder:** [New License Holder's Name]
- **New Brokerage Name:** [New Brokerage Name]
- **New Brokerage Address:** [New Brokerage Address]

I understand that all necessary documentation needs to be completed for this transfer to take effect, and I am prepared to fulfill any requirements needed to expedite this process.

Thank you for your attention to this matter. Please let me know if you require any further information or documentation from my side.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Email Address]