

Transfer Letter for Landscape Contractor License

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the transfer of my landscape contractor license, license number [Insert License Number], from [Current Company Name] to [New Company Name].

Due to [reason for transfer, e.g., relocation, business restructuring], I am seeking to transfer the license effective immediately. I have ensured that all obligations and requirements of the current license are up to date.

Please find attached all required documentation for this transfer, including [list any attachments, e.g., completed forms, proof of liability insurance, etc.].

Thank you for your attention to this matter. I look forward to your prompt response confirming the transfer.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]