

Asset Transfer Offer for Sale

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to present you with an offer for the transfer of the following asset:

Asset Details:

- Asset Description: [Description of the Asset]
- Asset ID/Serial Number: [ID/Serial Number]
- Current Market Value: [Value]
- Offered Sale Price: [Offered Price]

This offer is valid until [Insert Expiration Date]. If you are interested in proceeding with this transfer, please sign and return the attached agreement by the expiration date.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for considering this offer. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]