

Entity Ownership Transfer Letter

Date: [Insert Date]

From: [Current Owner's Name]

[Current Owner's Address]

[City, State, Zip Code]

To: [New Owner's Name]

[New Owner's Address]

[City, State, Zip Code]

Dear [New Owner's Name],

Subject: Transfer of Ownership of [Entity Name]

This letter serves as formal notification of the transfer of ownership of [Entity Name], located at [Entity Address], from me, [Current Owner's Name], to you, [New Owner's Name], effective [Transfer Effective Date].

As of the effective date, I relinquish all rights, responsibilities, and ownership of [Entity Name] to you. This transfer includes all assets, liabilities, and obligations associated with the entity.

Please sign and return a copy of this letter to acknowledge the acceptance of ownership.

Thank you for your attention to this matter.

Sincerely,

[Current Owner's Name]

[Current Owner's Signature]

Accepted by:

[New Owner's Name]

[New Owner's Signature]