

Letter of Business Partnership Ownership Transition

Date: [Insert Date]

To: [Name of the Partner]

[Address]

[City, State, Zip Code]

Dear [Name of the Partner],

I hope this message finds you well. As we have discussed in our recent meetings, I am writing to formally notify you of my intention to transition my ownership share in our partnership, [Partnership Name], effective [Effective Date].

After careful consideration, I believe this change will benefit both parties and allow the partnership to thrive in new directions. My decision is based on [insert reasons for transition if necessary, e.g., personal growth, pursuing new opportunities, etc.].

As part of this transition, I propose the following terms:

- Sale of [Insert Percentage]% of my ownership to [Name of New Partner/Remaining Partner].
- Effective date of the transition is [Insert Date].
- Documentation and agreements to be finalized by [Insert Date for finalization].

Please let me know a suitable time for us to discuss this in further detail and to address any questions or concerns you may have. I look forward to cooperating with you to ensure a smooth transition.

Thank you for your understanding and support during this time.

Warm regards,

[Your Name]

[Your Position/Title]

[Company Name]

[Contact Information]