

Formal Ownership Change Submission

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of a change in ownership for the following entity:

Entity Name: [Entity Name]
Entity ID/Number: [Entity ID/Number]

The current ownership details are as follows:

Current Owner(s): [Current Owner(s)]

The new ownership details are as follows:

New Owner(s): [New Owner(s)]
Effective Date of Change: [Effective Date]

Please find attached all relevant documents to support this ownership change, including:

- [Document 1]
- [Document 2]
- [Document 3]

Should you require any further information or clarification regarding this ownership change, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position]