

# Equity Transfer Terms Negotiation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to initiate discussions regarding the terms of equity transfer related to [specific details about the equity in question].

Based on our previous conversations, I believe it is essential for us to outline the following key terms:

- Transfer Amount: [Specify amount]
- Valuation Date: [Specify date]
- Conditions: [Specify any conditions]
- Payment Terms: [Specify payment terms]

I am open to discussing these terms further and would appreciate your input on [any specific terms you want to negotiate]. Please let me know your available times for a meeting or a call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]