

Business Ownership Transfer Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that effective [Insert Transfer Date], there has been a transition in the ownership of [Business Name]. [Previous Owner's Name] has officially transferred ownership to [New Owner's Name].

This decision has been made to [brief reason for transfer, e.g., pursue new opportunities, focus on other ventures, etc.]. We want to assure you that [Business Name] will continue to provide the same level of service and commitment you've come to expect.

Please feel free to reach out if you have any questions or require further information regarding this transition. We appreciate your continued support.

Thank you for being a valued part of our community.

Sincerely,

[Your Name]

[Your Position]

[Business Name]

[Contact Information]