

Formal Business Transfer Letter

Subject: Business Transfer Notification

Dear [Recipient Name],

We are writing to formally notify you that the ownership/management of [Business Name] located at [Address] will be transferred to [New Owner/Company Name] effective [Transfer Date]. This transfer includes all assets, liabilities, and operational responsibilities associated with the business.

We assure you that this transition will be smooth, and we request your cooperation during this period. Please feel free to contact us with any questions or for further clarification regarding the transfer process.

Sincerely,

[Your Name]

[Designation]

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