

Business Transfer Letter to Clients

Subject: Notification of Business Transfer

Dear Valued Client,

We are pleased to inform you that [Business Name] will be transferred to [New Owner/Company Name] as of [Transfer Date]. The quality of services and our commitment to you will remain unchanged during and after this transition.

We appreciate your continued support and trust, and we look forward to maintaining a strong relationship with you under the new management. Should you have any questions regarding the transfer, please contact [Contact Person/Email/Phone].

Best regards,

[Your Name]

[Designation]

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