

Provisional Business Transfer Notification

Subject: Provisional Notification of Business Transfer

Dear [Recipient Name],

This message is to inform you provisionally that [Business Name] is scheduled for transfer to [New Owner/Company Name], pending final approvals and legal formalities. The expected effective date is [Expected Date].

We will provide you with formal confirmation once all procedures are completed. We appreciate your patience and understanding during this provisional stage.

Regards,

[Your Name]

[Designation]

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