

Informal Business Transfer Message

Subject: Heads Up: Business Transfer

Hi [Recipient Name],

Just wanted to let you know that [Business Name] will be transferred to [New Owner/Company Name] around [Transfer Date]. Everything should continue smoothly, and weâ€™™ll keep you updated with any details.

Feel free to reach out if you have any questions or concerns.

Thanks,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/business-transfer-letter>