

Official Business Transfer Confirmation Letter

Subject: Confirmation of Business Transfer

Dear [Recipient Name],

This letter confirms the transfer of [Business Name] to [New Owner/Company Name] effective [Transfer Date]. All assets, liabilities, contracts, and operational responsibilities have officially been transferred.

We appreciate your support and cooperation. For any queries regarding the transition, please contact [Contact Information].

Sincerely,

[Your Name]

[Designation]

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