

# Letter for Transfer of Business Ownership

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[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

**Subject:** Notification of Transfer of Business Ownership

Dear [Recipient's Name / Valued Stakeholders],

We are writing to formally announce that ownership of [Your Company Name] has been transferred from [Current Owner's Name] to [New Owner's Name], effective as of [Date of Transfer]. This decision was made to facilitate continued growth and to ensure the long-term success of the business.

[New Owner's Name] brings a wealth of experience and a strong commitment to our core values. Under the new ownership, the business will continue to operate as usual, and there will be no immediate changes to our products, services, or the dedicated team you have come to know.

We want to express our sincere gratitude for your trust and support over the years. We are confident that [New Owner's Name] will continue to provide the high-quality service that you expect from us.

Please feel free to reach out to us at [Phone Number] or [Email Address] if you have any questions or need further information regarding this transition.

Thank you for your continued support and understanding.

Warm regards,

[Your Name]

[Your Title, if applicable]

[Your Company Name].