

Email Template for Requesting Facebook Business Page Ownership Transfer

Drafted by IdeaSwell.com | August 2020

This is [YOUR NAME] with [BUSINESS NAME] and we would like to formally request you transfer the ownership of our Facebook business page (YOUR FACEBOOK PAGE URL) to us directly. Your company created the page over [INSERT NUMBER] years/months ago and although we appreciate your services, we would like to manage it ourselves. Specifically, myself as I am an owner of the company.

As we have fulfilled our financial obligations to your company we believe this is to be a very reasonable request.

Please follow these instructions to complete the transfer:

1. Make myself [YOUR NAME] (*INSERT LINK DIRECT TO YOUR PERSONAL FB PROFILE HERE*) an admin of the page (YOUR FACEBOOK PAGE URL)
2. Send me an email to inform me you have done so.
3. Await my confirmation of the new page role.
4. Remove yourself as an admin, unlike and unfollow the page.

*Please also confirm reception of this email as soon as possible.

If you need to confirm my identity please feel free to contact me through the page in question or via our website, [INSERT YOUR WEBSITES CONTACT PAGE URL HERE]

We greatly appreciate your assistance in facilitating this transfer. We look forward to engaging with our community on Facebook as soon as possible.

For an in-depth guide, visit: <https://www.ideaswell.com/how-to-change-facebook-business-page-ownership-admin/>

If you have any questions feel free to contact me at [INSERT A CONTACT NUMBER]

Sincerely,

[YOUR NAME]