

[Date]

[Recipient Name]

[Recipient Title/Department]

[Organization Name]

[Address line 1]

[Address line 2]

**RE: Ownership Structure for [Business Name]**

To Whom It May Concern,

This letter serves to formally certify the ownership percentage breakdown for **[Full Legal Business Name]**, a **[Entity Type, e.g., LLC/Corporation]** registered in the state of **[State]**.

As of **[Current Date]**, the following individuals or entities hold equity in the business as follows:

<b>Owner Name</b>	<b>Title</b>	<b>Ownership Percentage</b>
[Owner Name 1]	[Title]	[XX]%
[Owner Name 2]	[Title]	[XX]%
[Owner Name 3]	[Title]	[XX]%
<b>Total</b>		<b>100%</b>

The undersigned confirms that the information provided above is true and accurate according to the company's internal records and governing documents.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[Phone Number]

[Email Address]