[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: LEASE TRANSFER - ACKNOWLEDGMENT OF NOTIFICATION**

Dear [CONTACT NAME],

[LEASING COMPANY NAME] has received a notification that the equipment we are leasing to [NAME OF PREVIOUS LESSEE] will be transferred to and/or used by [TRANSFEREE].

We have modified our records to direct future invoices to:

 [NEW LESSEE]

 [ADDRESS]

 [CITY, STATE/PROVINCE, Postal CODE]

Lease [NUMBER] started on [DATE]. The rental payments in the amount of [AMOUNT], plus applicable taxes, are due on the [DATE] of each month during the [NUMBER] month initial lease term.

In consenting to this change, it is understood that [NAME OF TRANSFEREE] agrees to pay the rent and perform all other obligations required to be performed by the lessee in the lease.

Should you need to contact us regarding any part of this lease, please include the complete lease number and lessee name and direct your queries to our Customer Service Department. This will ensure a prompt reply.

Thank you and we look forward to your continued interest in our services.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUR EMAIL@YOURCOMPANY.COM]