[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

## RE: NOTICE OF ASSIGNMENT

Dear [CONTACT NAME],

This letter serves to notify you that on [DATE] we assigned and transferred to [SPECIFY] the following [SPECIFY] existing between us:

[DESCRIBE]

Please direct any further correspondence (or payments, if applicable) to them at the following address:

[ADDRESS]

Please contact us should you have any questions.

Thank you for your cooperation.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]