ASSIGNMENT LETTER

Date: [Insert Date]

To: [Insert Name of Debtor/Customer]
Address: [Insert Debtor Address]

RE: NOTICE OF ASSIGNMENT OF RECEIVABLES

Dear [Insert Contact Name or "Sir/Madam"],

Please take notice that **[Insert Company Name]** (the "Assignor") has assigned and transferred all of its rights, titles, and interests in the accounts receivable and all monies due or to become due from you under Invoice(s) No. [Insert Invoice Numbers] to **[Insert Factor Name]** (the "Factor").

This assignment is made pursuant to a factoring agreement. Please note that this facility is subject to a **Recourse Guarantee** provided by the Assignor. However, until further notice from the Factor, all payments in respect of the aforementioned invoices must be made directly to the Factor at the following address/account:

Bank Name: [Insert Bank Name]
Account Name: [Insert Account Name]
Account Number: [Insert Account Number]
Routing/SWIFT Code: [Insert Code]

Payment to any other party or in any other manner will not constitute a valid discharge of your obligations to pay these invoices.

Please acknowledge receipt of this notice by signing and returning the enclosed duplicate copy to the Factor at [Insert Factor Email/Address].

Yours faithfully,

____
Authorized Signatory
[Insert Company Name - Assignor]

ACKNOWLEDGMENT OF RECEIPT

We hereby acknowledge receipt of the above Notice of Assignment and agree to make payments as directed.

For and on behalf of: [Insert Debtor/Customer Name]
Signed: ___________________________
Name/Title: [Insert Name/Title]
Date: [Insert Date]