

**Date:** [Insert Date]

**To:** [Insert Software Provider Name]  
[Insert Software Provider Address]

**Subject: Assignment of Software License Agreement**

Dear [Insert Contact Name or Licensing Department],

This letter serves as formal notification regarding the assignment of the software license for **[Insert Software Name/Product]**, currently held under Account Number: **[Insert Account/Contract Number]**.

Effective as of **[Insert Effective Date]**, **[Insert Current Agency Name]** (the "Assignor") hereby assigns and transfers all rights, obligations, and liabilities associated with the aforementioned software license to:

**New Licensee Information:**

Entity Name: [Insert New Agency/Entity Name]  
Address: [Insert New Address]  
Primary Contact: [Insert Contact Person Name]  
Email Address: [Insert Contact Email]  
Phone Number: [Insert Contact Phone Number]

The New Licensee has agreed to assume all terms and conditions set forth in the original Software License Agreement. We request that you update your records accordingly and direct all future invoicing and technical support communications to the New Licensee.

Please acknowledge receipt of this assignment and confirm the transfer by signing below or providing your standard consent documentation.

Sincerely,

**Authorized Signature (Assignor):** \_\_\_\_\_

Name: [Insert Name]  
Title: [Insert Title]  
Date: [Insert Date]

**Authorized Signature (New Licensee):** \_\_\_\_\_

Name: [Insert Name]  
Title: [Insert Title]  
Date: [Insert Date]