

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Incoming Tenant/Assignee Name]
[Address]
[City, State, Zip Code]

RE: Acknowledgment of Lease Assignment - [Property Address]

Dear [Incoming Tenant Name],

This letter serves as formal acknowledgment that we have received the Notice of Lease Assignment regarding the property located at [Property Address].

We officially recognize the assignment of the lease from the current tenant, [Outgoing Tenant Name], to you, [Incoming Tenant Name], effective as of [Effective Date].

By accepting this assignment, you agree to assume all responsibilities, terms, and conditions outlined in the original lease agreement dated [Original Lease Date], including the timely payment of rent and maintenance of the premises.

Please ensure that all future rent payments are directed to [Payment Instructions/Address] starting from [Date].

We welcome you as our new tenant. If you have any questions regarding the transition, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Title/Landlord]

cc: [Outgoing Tenant Name]