

**DATE:** [Date]

**TO:** [Landlord Name/Property Management Name]

**ADDRESS:** [Landlord Address]

**ATTENTION:** [Contact Person/Leasing Department]

**RE: NOTICE OF LEASE ASSIGNMENT**

Dear [Name of Landlord or Representative],

Please be advised that effective as of [Effective Date], [Current Tenant Name] ("Assignor") has assigned all of its rights, titles, and interests in the lease agreement dated [Original Lease Date] for the premises located at:

**[Full Address of Leased Property]**

The lease has been assigned to the following entity ("Assignee"):

**NEW TENANT NAME:** [Name of New Company/Entity]

**CONTACT PERSON:** [Name]

**PHONE NUMBER:** [Phone Number]

**EMAIL ADDRESS:** [Email Address]

From the Effective Date forward, the Assignee assumes all obligations, duties, and liabilities under the Lease. Please update your records accordingly. All future correspondence, including rent invoices and legal notices, should be directed to the Assignee at the contact information provided above.

Enclosed with this letter, you will find [List any attachments, e.g., the executed Assignment and Assumption Agreement or insurance certificates].

If you have any questions regarding this transition, please contact [Name] at [Phone/Email].

Sincerely,

[Signature of Authorized Representative of Assignor]

[Printed Name]

[Title]

[Current Tenant/Assignor Company Name]

[Signature of Authorized Representative of Assignee]

[Printed Name]

[Title]

[New Tenant/Assignee Company Name]