

DATE: [Date]

TO:

[Landlord Name]
[Landlord Address]
[City, State, Zip Code]

RE: NOTICE OF LEASE ASSIGNMENT

Dear [Landlord Name/Property Manager],

This letter serves as formal notice regarding the retail lease agreement dated [Original Lease Start Date] for the premises located at:

Property Address: [Full Address of Retail Space]

Please be advised that effective as of [Effective Date of Assignment], [Current Tenant Name] ("Assignor") has assigned all of its rights, title, and interest in the aforementioned lease to [New Tenant Name] ("Assignee").

The Assignee has agreed to assume all obligations, terms, and conditions set forth in the original lease agreement. From the effective date forward, all rent payments, maintenance requests, and official correspondence should be directed to the Assignee at the following contact information:

Assignee Contact Information:

[New Tenant Name/Company]
[Contact Person]
[Phone Number]
[Email Address]
[Billing Address if different]

Enclosed with this notice, please find a copy of the executed Assignment and Assumption Agreement for your records.

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

Sincerely,

[Signature of Authorized Representative for Assignor]
[Printed Name of Assignor]
[Title]

[Signature of Authorized Representative for Assignee]
[Printed Name of Assignee]
[Title]