

NOTICE OF LEASE ASSIGNMENT

Date: [Insert Date]

To: [Insert Name of Tenant]
[Insert Tenant Address]
[Insert City, State, Zip Code]

RE: Notice of Assignment of Lease for Property located at: [Insert Property Address]

Dear [Insert Tenant Name],

Please be advised that as of [Insert Effective Date], the lease agreement dated [Insert Original Lease Date] between [Insert Name of Original Landlord/Assignor] ("Assignor") and [Insert Name of Tenant] ("Tenant") has been assigned, transferred, and conveyed to [Insert Name of New Landlord/Assignee] ("Assignee").

Starting from [Insert Date of First Payment to New Owner], all future rent payments and other charges due under the Lease should be made payable to [Insert New Payee Name] and sent to the following address:

[Insert New Payment Address]
[Insert City, State, Zip Code]

Furthermore, please note that the security deposit in the amount of \$[Insert Amount] has been transferred to the Assignee, who will henceforth be responsible for its holding and return in accordance with the terms of the Lease and applicable law.

All other terms, conditions, and covenants of your Lease remain in full force and effect. For any future inquiries, maintenance requests, or notices, please contact the new management at:

Contact Name: [Insert Name]
Phone Number: [Insert Phone Number]
Email: [Insert Email Address]

Thank you for your cooperation during this transition.

Sincerely,

[Signature of Assignor/Original Landlord]
[Printed Name of Assignor]

[Signature of Assignee/New Landlord]
[Printed Name of Assignee]