

URGENT: NOTICE OF APPOINTMENT OF RECEIVER AND MANAGER AND CHANGE OF MANAGEMENT

DATE: [Date]

TO: [Tenant Name / Vendor Name / Stakeholder Name]

ADDRESS: [Property Address / Business Address]

RE: [Company Name or Property Name] (the "Company")

Dear [Name],

Please be advised that on [Date of Appointment], [Name of Receiver] of [Receiver Firm Name] was formally appointed as the Receiver and Manager of the above-mentioned Company. This appointment was made by [Name of Lending Bank] pursuant to the powers contained within a [Mortgage/Debenture/Security Agreement] dated [Date of original agreement].

Change of Management

Effective immediately, the Receiver has assumed full control over the assets and management of the Company. The previous management and directors no longer have the authority to act on behalf of the Company or to deal with its assets.

Payment Instructions

All future payments, including but not limited to rent, service charges, or outstanding invoices, must be made payable to "**[Receiver Firm Name] - In Receivership**". Payments should be directed to the following account:

- **Bank Name:** [Bank Name]
- **Account Name:** [Account Name]
- **Account Number:** [Account Number]
- **Sort Code / Routing Number:** [Code]

Any payments made to the previous management or into old accounts after the date of this notice will not be recognized as a valid discharge of your debt.

Contact Information

All future correspondence and inquiries regarding the Company or your [Lease/Contract] should be directed to the Receiver's office:

[Contact Person Name]

[Firm Address]

[Phone Number]

[Email Address]

We thank you for your cooperation during this transition.

Yours sincerely,

[Signature]

[Name of Receiver]

For and on behalf of [Company Name]

(Acting as Receiver and Manager without personal liability)