

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

RE: Notice of Effective Date for Lease Assignment - [Property Address/Unit Number]

Dear [Tenant Name],

This letter serves as official notice regarding the Assignment of Lease for the premises located at [Property Address].

Pursuant to the Assignment Agreement executed on [Date of Agreement], please be advised that the effective date of the transfer is **[Effective Date]**.

As of this date:

- [Assignee Name] (the "New Tenant") has officially assumed all rights, duties, and obligations under the existing lease agreement.
- [Assignor Name] (the "Former Tenant") is released from further obligations under the lease, subject to the terms of the Assignment Agreement.
- All future rent payments and maintenance requests should be handled in accordance with the contact information provided to the New Tenant.

The security deposit currently held in the amount of \$[Amount] has been [transferred to the New Tenant / handled as per the agreement].

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

Sincerely,

[Signature]

[Print Name]

[Title/Role, e.g., Landlord or Property Manager]

cc: [Assignee Name]

[Assignor Name]