

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Contract Assignment and Transfer of Ownership

Dear [Recipient Name],

This letter serves as formal notification that the contract between [Original Company Name] and [Recipient Name], dated [Original Contract Date] (the "Contract"), has been assigned and transferred.

Effective as of [Effective Date], [Original Company Name] has assigned all of its rights, titles, interests, and obligations under the Contract to [New Company Name].

New Owner Information:

- Entity Name: [New Company Name]
- Address: [New Company Address]
- Contact Person: [Contact Name]
- Phone Number: [Phone Number]
- Email Address: [Email Address]

Please note that this assignment does not change the existing terms and conditions of your agreement. All future payments, correspondence, and service requests should be directed to [New Company Name] at the contact information provided above starting from [Effective Date].

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

Thank you for your continued cooperation.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Original Company Name]