
Letter of Assignment of Contract

ABC Corporation Letterhead

October 30, 2024

Mr. John Doe

Procurement Manager

XYZ Enterprises

1234 Market Street

San Francisco, CA 94105

Dear Mr. Doe,

Subject: Assignment of Contract

I am writing to formally notify you that ABC Corporation, referred to as the "Assignor," intends to assign its rights and obligations under the contract dated January 1, 2024, contract number XYZ123, to DEF Global, referred to as the "Assignee." This contract pertains to supplying computer hardware and support services.

The Assignor and Assignee have agreed that as of November 15, 2024, the Assignee will assume all responsibilities and obligations under the aforementioned contract initially agreed upon by the Assignor and your company, XYZ Enterprises. Please find attached the agreement and consent forms signed by both the Assignor and the Assignee.

We kindly request your acknowledgment and consent to this assignment, which is a requirement for the process to be completed. Please review the attached documentation and provide your signed consent by November 10, 2024.

We believe that this assignment will not hinder or delay the fulfillment of any contractual obligations. The Assignee has been fully briefed on all the requirements and standards expected and is committed to maintaining the high levels of service and professionalism that were agreed upon in the original contract.

Should you have any questions or require further clarifications regarding this assignment, please feel free to contact me directly at (555) 123-4567.

We appreciate your cooperation in this matter and look forward to continuing our business relationship with XYZ Enterprises through a smooth transition to DEF Global.

Thank you for your attention to this matter.

Sincerely,

Jane Smith

Contracts Manager

ABC Corporation

jane.smith@abccorp.com

Attachment: Assignment Agreement and Consent Forms