

Business Ownership Assignment Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hereby notify you of the assignment of business ownership for [Business Name], effective [Effective Date]. As of this date, ownership rights and responsibilities have been transferred from [Previous Owner's Name] to [New Owner's Name].

All assets, liabilities, contracts, and agreements pertinent to the business are now under the stewardship of [New Owner's Name]. We kindly request that all future communications and transactions be directed accordingly.

If you require any further information or clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]