

Asset Custody Change Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of a change in the custody of certain assets currently under our management.

Effective [Effective Date], the custody of the following assets will be transferred from [Current Custodian Name] to [New Custodian Name]:

- [Asset Description 1]
- [Asset Description 2]
- [Asset Description 3]

Please ensure that the necessary steps are taken to facilitate this transition smoothly. We will be coordinating with both custodians to ensure that all documentation and transfer processes are handled efficiently.

Should you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]