

Insurance Contract Assignment Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Insurance Company Name]

[Insurance Company Address]

[City, State, ZIP Code]

Subject: Assignment of Insurance Contract

Dear [Recipient's Name],

I am writing to formally request the assignment of my insurance contract [Policy Number] from [Current Policyholder's Name] to [New Policyholder's Name]. This request is effective as of [Effective Date].

Details of the contract are as follows:

- Policy Number: [Insert Policy Number]
- Current Policyholder: [Insert Current Policyholder's Name]
- New Policyholder: [Insert New Policyholder's Name]
- Type of Insurance: [Insert Type of Insurance]

Attached are the required documents to support this assignment request.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]