

Insurance Policy Assignment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Assignment of Insurance Policy

Dear [Recipient's Name],

This letter serves to inform you that the insurance policy referenced below has been assigned. Please find the details of the assignment as follows:

Policy Number: [Policy Number]

Insured Name: [Insured Name]

Assignee Name: [Assignee Name]

Effective Date of Assignment: [Effective Date]

We kindly ask you to update your records accordingly. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]