

Approval for Contract Assignment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for the assignment of the contract titled "[Contract Title]" has been approved. This approval is effective as of [Effective Date].

Please ensure that all relevant parties are notified and that the necessary documentation is updated accordingly. We trust that you will handle this assignment with the utmost professionalism and diligence.

If you require any further information or have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]