

# Contract Assignment Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your request for the assignment of the contract titled "[Contract Title]" has been reviewed and approved. The details of the contract assignment are as follows:

- **Contract Number:** [Insert Contract Number]
- **Effective Date:** [Insert Effective Date]
- **Assigned Party:** [Insert Assigned Party's Name]

Please ensure that the assigned party is aware of all relevant terms and conditions stipulated in the original contract. We recommend that a meeting is arranged to discuss any questions or clarifications needed regarding the assignment.

Thank you for your attention to this matter. Should you have any further inquiries, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]