

Contract Transfer Authorization Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request the authorization for the transfer of my contract titled "[Contract Title]" with [Original Company Name] to [New Company Name]. Due to [reason for transfer, e.g., company restructuring, personal reasons], this transfer is necessary for the continuation of services.

The details of the contract are as follows:

- Contract Number: [Insert Contract Number]
- Effective Date: [Insert Effective Date]
- Scope of Work: [Insert Scope of Work]

Please find attached the required documents for your review. I request your prompt approval to facilitate this process. If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]