

# Notification of Contract Transfer Agreement

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Contract Transfer Agreement

We are writing to inform you that effective [Insert Effective Date], the contract between [Original Party Name] and [New Party Name] will be transferred to [New Party Name]. This transfer has been executed in accordance with the terms outlined in our original agreement dated [Insert Original Agreement Date].

Please direct any future correspondence or inquiries regarding this contract to [New Party Name] at the following contact details:

- Email: [New Party Email]
- Phone: [New Party Phone]

We appreciate your understanding and cooperation during this transition. Should you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]