

Contract Assignment Intention Letter

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intention to assign the contract dated [Insert Contract Date], pertaining to [Brief Description of the Contract], to [Assignee's Name] effective [Desired Assignment Date].

This decision is made to facilitate [reason for assignment, e.g., business restructuring, financial obligations, etc.]. Attached are the necessary documentation and consent forms for your review.

Please confirm your acceptance of this assignment by signing and returning the attached documents by [Insert Deadline Date]. Your cooperation is greatly appreciated as we move forward with this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]