

Notification of Contract Party Replacement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of a change regarding our contractual relationship. Effective [Insert Effective Date], [New Party's Name] will replace [Current Party's Name] as a party to the [Insert Contract Name/Description].

This change is made to ensure [brief explanation of reason for change, if applicable]. We want to assure you that [New Party's Name] is fully capable of fulfilling all obligations outlined in the contract.

Please update your records accordingly. Should you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]