

# Lease Assignment Notice

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Landlord's Name]  
[Landlord's Address]  
[City, State, ZIP Code]

Dear [Landlord's Name],

This letter serves as a formal notice of my intention to assign my lease at [Property Address] to [Assignee's Name] effective [Effective Date].

I request your consent to this assignment in accordance with the terms of our lease agreement. Please let me know if you require any further information or documentation regarding the assignee.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]