|  |  |  |
| --- | --- | --- |
| **~CompanyLogo~** | **~COMPANYNAME~** |  |
| **TEL.NO:~COM\_TELNO~ FAXNO:~COM\_FAXNO~** |

|  |
| --- |
| **ASSIGNMENT LETTER** |

|  |  |  |  |
| --- | --- | --- | --- |
| **.**Our ref. | : ~DOCU\_NUMBER~ | REPORT SEQUENCE NO. | : ~RPT\_PRT\_SEQ~ |
|  |  | Date | ~CURR\_DATE~ |

**~CUSTOMER\_NAME~**

Post Box **: ~CUST\_POST\_BOX\_NO~**

Postal Code ~CUST\_POST\_CODE~

~CUST\_COUNTRY~

# Kind attn.: ~CUST\_CONTACT\_NAME~

Dear Sir,

**Sub: Assignment of receivables of ~ASSINGNOR~**

We thank you for letter dated ~ASSIGNMENT\_DATE~ confirming assignment of contract receivables of **~ASSINGNOR~** to us. Copy of the letter attached for your immediate reference.

Based on this and on the assumption that you will ensure all further payments due to ~ASSINGNOR~ will be made in our favour, we have extended lease finance facility to ~ASSINGNOR~ against ~Asset\_Desc~, which has been deployed with you. We request you to ensure that all the payments due to them is transferred either by way of a crossed cheque in our favour or by transfer to our account no: 3101-214792-300 with Oman Arab Bank , Ruwi Main Branch till such time they produce no due certificate from us.

We thank you for your co-operation and look forward to a long and fruitful association of mutual interest.

Assuring you of our best attention and services at all times.

Thanking you,

Yours faithfully,

For **~COMPANYNAME~**

**Head of Corporate**

Copy to: **~ASSINGNOR~**

Post Box **: ~ASS\_POST\_BOX\_NO~**

Postal Code ~ASS\_POST\_CODE~

~ASS\_COUNTRY~