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Your Law Firm Name Goes Here
Any City, Any Town, Any State

NOTICE OF ASSIGNMENT

Date: _____

To: _____

Dear _____

You are hereby notified that on _____, 20_____, we have assigned and transferred to _____ the following _____ existing between us:

Please direct any further correspondence (or payments, if applicable) to them at the following address:

Please contact us should you have any questions, and we thank you for your cooperation.

Very truly,

D e m o n s t r a t i o n