

Contact Name
Address
Address
City, State/Province
Zip/Postal Code

NOTICE OF ASSIGNMENT

Dear [NAME],

This letter is intended to notify you that as of [CONTRACT DATE] your invoices payable to [CLIENT] have been assigned and transferred to [FACTORING COMPANY NAME] based on an existing agreement between us:

[SECTION OF AGREEMENT]

Please direct any further correspondence or payments to the following address:

[FACTORING COMPANY ADDRESS]

Please contact us should you have any questions.
Thank you for your cooperation.

Sincerely,

[NAME]
[TITLE]
[PHONE NUMBER]
[EMAIL]