

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Opposing Counsel Name]
[Opposing Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Re: Notice of Assignment of Claim

Case Name: [Case Name]

Case Number: [Case/Reference Number]

Dear [Opposing Counsel Name],

Please be advised that as of [Date of Assignment], [Name of Assignor/Original Claimant] has formally assigned all rights, title, and interest in the above-referenced claim to [Name of Assignee/New Claimant].

Pursuant to this assignment, [Name of Assignee] is now the lawful holder of the claim and is entitled to receive all payments, settlements, or judgments associated with this matter. All future correspondence, legal filings, and negotiations regarding this claim should be directed to the undersigned on behalf of the Assignee.

Enclosed/Attached is a copy of the executed Assignment of Claim for your records.

Please update your files accordingly and acknowledge receipt of this notice.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]