

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

Clerk of the Court
[Name of the Court]
[Court Address]
[City, State, Zip Code]

Re: Notice of Assignment of Claim

Case Name: [Original Plaintiff Name] vs. [Defendant Name]

Case Number: [Insert Case Number]

Dear Clerk of the Court,

Please be advised that the claim in the above-referenced matter has been formally assigned. Pursuant to the attached Assignment of Claim agreement, all rights, title, and interest in this legal action have been transferred from the original Plaintiff, [Name of Assignor], to the Assignee, [Name of New Owner/Company].

As the Assignee, [Name of New Owner/Company] is now the party in interest for this case. We kindly request that the court records be updated to reflect this change and that all future notices, correspondence, and payments regarding this matter be directed to the following address:

[Assignee Name]
[Assignee Address]
[City, State, Zip Code]
[Phone Number]

Enclosed please find a copy of the executed Assignment of Claim for your records. Please notify the undersigned if any additional forms or filing fees are required to formalize this substitution of party.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title, if applicable]

Enclosure: Executed Assignment of Claim