

Date: [Insert Date]

TO: [Name of Debtor/Defendant/Insurance Company]

ADDRESS: [Insert Address]

RE: Notice of Assignment of Settlement Claim for [Case Name/Number]

Dear [Name of Contact Person],

Please be advised that **[Name of Assignor/Original Claimant]** ("Assignor") has officially assigned, transferred, and set over all rights, title, and interest in the settlement proceeds arising from the above-referenced matter to:

[Name of Assignee/New Recipient]

[Address of Assignee]

[Tax ID/SSN of Assignee, if applicable]

Effective immediately, all future payments, distributions, or checks related to this settlement should be made payable to **[Name of Assignee]** and delivered to the address listed above.

This assignment is absolute and irrevocable. Please update your records accordingly to ensure that all subsequent correspondence and payments are directed to the Assignee.

Kindly acknowledge receipt of this notice by signing below and returning a copy to [Email Address/Mailing Address].

Sincerely,

[Signature of Assignor]

[Printed Name of Assignor]

Acknowledgment of Receipt

The undersigned hereby acknowledges receipt of this Notice of Assignment on this ____ day of _____, 20__.

By: _____

Name/Title: [Insert Name and Title]