

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Acknowledgement of Notification of Lease Transfer

Dear :

I received your notification of a lease transfer on Date. Please see me regarding the stipulations regarding this transfer.

You may contact me at your earliest convenience to set up an appointment to discuss this transfer.

Sincerely,

N A M E