NOTICE OF ASSIGNMENT

Name of Company

ATTN:

Street Address

City, State, ZIP

Subject: Notice of Assignment

Date: ***[Insert date]***

Dear ***[addressed to one of the parties listed in subparagraph A.16.e.4]***,

This is a Notice of Assignment for Contract Number ***[Contract number]*** dated ***[date]***, entered into between ***[Contractor name and address]*** and FAA for ***[Description of the nature of the contract]***.

Monies due or to become due under this contract have been assigned. A true copy of the instrument of assignment executed by the Contractor on [date] is attached to the original notice. Payments due or to become due under this contract should be made to the undersigned assignee.

Please return, to the undersigned, the three enclosed copies of this notice with appropriate notations showing the date and hour of receipt, and signed by an FAA employee acknowledging receipt on behalf of the addressee.

Sincerely,

|  |  |  |
| --- | --- | --- |
|  |  | Name of Assignee |
|  |  | Signature of Signing Officer |
|  |  | Title of Signing Officer |
|  |  | Address of Assignee |

# ACKNOWLEDGEMENT

The FAA acknowledges receipt of the above notice and a copy of the instrument of assignment. These documents were received at ***[Time]*** on ***[Date]***.

|  |  |  |
| --- | --- | --- |
|  |  | FAA Signature |
|  |  | FAA Title |

On behalf of ***[Name of FAA addressee of this notice]***.