

[Print or e-mail to the Vendor's address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Sale of <<insert business name / description>> Business

I am writing to notify you that the <<insert business name / description>> (the "Business") of <<insert business name>> (the "Purchaser") is to be sold to <<insert business name>> (the "Effective Date").

In order that the supply of [goods] to you may be continued by the Purchaser in place of the Vendor, please the following:

1. In this letter "the Agreement" shall mean the Agreement(s) described in the Schedule to this letter.
2. The Purchaser will observe and comply with all obligations of the Vendor under or in connection with the Agreement(s).
3. You will release the Vendor from all obligations under or in connection with the Agreement(s).
4. The Purchaser will be entitled to all benefits under the Agreement(s) in place of the Vendor.
5. The transfer of rights and obligations of the Vendor effective from the close of business on the Effective Date.

Invoices for [goods] **AND/OR** [services] supplied by the Vendor to the Business up to the close of business on the Effective Date should be made in accordance with the relevant terms. Invoices in respect of [goods] **AND/OR** [services] supplied by the Vendor after that date will be submitted to the Purchaser in accordance with the relevant terms.

The Purchaser has countersigned these proposals. [We] **OR** [I] should confirm that you also agree by returning the duplicate countersigned by you.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert business name>>]

<<Insert details of relevant contract<<

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