

[Print document] [Address]

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

&lt;&lt;Date&gt;&gt;

Dear <<Recipient's Name>>,

Sale of <<insert

I am writing to notify you that the <<insert business name>> (the “Business”) of <<insert business name>> (the “Seller”) is to be sold to <<insert business name>> (the “Purchaser”) on <<insert date>> (the “Effective Date”).

In order that the supply of [goods] may be continued to the Purchaser, [I/we] propose the following:

- |    |  |   |
|----|--|---|
| 1. | In this letter "the Agreement" shall mean the Agreement Schedule to this letter.                                       | contract(s) described in the  |
| 2. | The Purchaser will observe and comply with all obligations of the Vendor under or in connection with the Agreement(s). | responsible for all obligations of the Vendor under or in connection with the Agreement(s). |
| 3. | You will release the Vendor from all claims, demands, suits, actions under or in connection with the Agreement(s).     | claims, demands, suits, actions 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.                          | 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.       | effective from the close of business on the Effective Date.                                 |

Invoices for [goods] <b>AND/OR</b> business on the Effective Date	Business up to the close of submitted to the Vendor.
Invoices for [goods] <b>AND/OR</b> Date should be submitted to the	Business after the Effective

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

Yours sincerely,

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

<<Insert details of relevant contract<<

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