*[Print on Letterhead or insert Address]*

<<Recipient's Name>>

<<Company / Business Name (if applicable)>>

<<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 “Vendor”) is to be sold to <<insert business name>> (the “Purchaser”) with effect from <<insert date>> (the “Effective Date”).

In order that the supply of **[**goods**] AND/OR [**services**]** to you may be continued by the Purchaser in place of the Vendor **[**we**] OR [**I**]** propose the following:

1. In this letter “the Agreement(s)” means the contract(s) described in the Schedule to this letter.

2. The Purchaser will observe, perform and be responsible for all obligations of the Vendor under or in connection with the Agreement(s).

3. You will release the Vendor from all its obligations under or in connection with the Agreement(s).

4. The Purchaser will be entitled to all rights and benefits under the Agreement(s) in place of the Vendor.

5. The transfer of rights and obligations will be effective from the close of business on the Effective Date.

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

The Purchaser has countersigned this letter to indicate its agreement to these proposals. **[**We**] OR [**I**]** should be grateful if you will kindly confirm that you also agree by returning the duplicate copy of this letter countersigned by you.

Yours sincerely,

<<Name & Title>>

**[**For and on behalf of <<insert name of Vendor>>**]**

**SCHEDULE**

<<Insert details of relevant contract(s)>>