

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Kochava/KKR Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Assignment Notification for [Project/Task Name]

I hope this message finds you well. I am writing to formally inform you about the assignment of [Project/Task Name] to [Assignee's Name or Team Name].

Details of the assignment are as follows:

- **\*\*Objective:\*\*** [Briefly describe the purpose of the assignment]
- **\*\*Timeline:\*\*** [Start Date] to [End Date]
- **\*\*Deliverables:\*\*** [List of expected deliverables]
- **\*\*Point of Contact:\*\*** [Contact person's name and details, if applicable]

Please let me know if you have any questions or require further details regarding this assignment.

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Kochava/KKR Company Name]