

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

**RE: Notice of Assignment of Delinquent Account**

Account Number: [Original Account Number]

Charge-Off Date: [Date of Charge-Off]

Total Outstanding Balance: \$[Amount]

Dear [Debtor Name],

This letter serves as formal notification that your account with [Original Creditor Name] has been charged off and has been assigned to [Third-Party Collection Agency Name] for collection purposes.

Please be advised that [Third-Party Collection Agency Name] is now authorized to collect the full amount owed on this account. All future communications regarding this debt, including payments and settlement offers, should be directed to the agency listed below:

[Third-Party Collection Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Website/Email]

If you have any questions regarding the history of this account prior to this assignment, you may still contact our customer service department at [Original Creditor Phone Number]. However, payment arrangements must now be coordinated through the assigned agency.

Sincerely,

[Sender Name/Department]

[Original Creditor Name]