

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

[Date]

[Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: NOTICE OF TRANSFER OF ACCOUNT - [Account Number]

Dear [Debtor Name],

This letter serves as formal notification that your outstanding balance of \$[Amount Owed] regarding [Original Invoice Number/Service] has been transferred to a third-party collection agency for recovery.

As of [Date], your account is now managed by:

[Collection Agency Name]
[Agency Address]
[Agency Phone Number]
[Agency Website]

All future communication and payments regarding this debt must be directed to [Collection Agency Name]. Please do not send any further payments to [Your Company Name], as your file has been closed in our internal billing department and moved to their jurisdiction.

Failure to resolve this matter with the agency may result in further collection actions or impact your credit rating.

If you believe this transfer has been made in error or if you have already paid this balance in full, please contact us immediately at [Your Phone Number].

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]