

[Banking Institution Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

RE: NOTICE OF DEBT REASSIGNMENT AND SALE OF ACCOUNT

Account Number: [Original Account Number]
Outstanding Balance: \$[Amount]

Dear [Customer Name],

This letter serves as formal notice that [Banking Institution Name] has sold and reassigned all rights, title, and interest in your above-referenced account to the following entity:

[New Creditor Name]
[New Creditor Address]
[City, State, Zip Code]
[Phone Number]

Effective as of [Transfer Date], [Banking Institution Name] no longer owns this debt. All future payments, inquiries, and correspondence regarding this account must be directed to [New Creditor Name].

What this means for you:

- Any payments sent to [Banking Institution Name] after [Date] will be forwarded to the new owner or returned to you.
- Your credit report may be updated to reflect that the account has been sold or transferred.
- The terms and conditions of your original agreement remain in effect unless otherwise notified by the new creditor.

If you have already paid this balance in full or have an active dispute regarding this account, please contact [New Creditor Name] immediately with your documentation.

Sincerely,

[Name/Department]
[Banking Institution Name]