

Date: [Date]

Subject: Notice of Transfer of Account

Account Number: [Account Number]

Outstanding Balance: \$[Amount]

Dear [Customer Name],

This letter is to formally notify you that your [Bank/Company Name] credit card account has been transferred to a third-party collection agency for recovery of the outstanding balance.

Effective immediately, please direct all future payments and inquiries regarding this account to the following agency:

Agency Name: [Collection Agency Name]

Address: [Agency Address]

Phone Number: [Agency Phone Number]

Reference Number: [Agency Reference Number]

As of the date of this letter, [Bank/Company Name] no longer manages this debt. Any payments sent to us may result in a delay in processing your account status.

If you have already paid this balance in full within the last 48 hours, please disregard this notice.

Sincerely,

[Your Name/Department]

[Bank/Company Name]