

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF ASSIGNMENT OF DEBT

Account Number: [Account Number]

Total Amount Owed: \$[Amount]

Dear [Debtor Name],

This letter serves as official notification that your delinquent account with [Original Creditor Name] has been formally assigned to [Collection Agency Name] for collection purposes.

Effective immediately, all future communications and payments regarding this debt should be directed to the following agency:

[Collection Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Website/Portal]

Please note that this assignment may be reported to national credit reporting agencies, which could impact your credit score. To prevent further collection activity, we advise you to contact the agency listed above to settle the balance or establish a payment plan.

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

Sincerely,

[Your Name/Representative Name]

[Company Name]

[Phone Number]