

[Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF ASSIGNMENT OF DEBT

Account Number: [Original Account Number]

Total Amount Due: [Amount]

Dear [Debtor Name],

Please be advised that as of [Effective Date], the debt owed by you to [Original Creditor Name] has been legally assigned and transferred to [Acquiring Institution Name].

[Acquiring Institution Name] is now the legal owner of this account. All future payments, inquiries, and correspondence regarding this debt must be directed to us at the address provided below.

Any payments made to the previous creditor after the date of this notice may result in a delay in updating your account balance. To ensure proper credit, please use the following payment details:

Payable to: [Acquiring Institution Name]

Mailing Address: [Payment Address]

Reference Number: [New Internal Reference Number, if applicable]

If you have any questions regarding this transfer or your current balance, please contact our customer service department at [Phone Number] or via email at [Email Address].

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Title]

[Acquiring Institution Name]