

[Date]

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

**RE: NOTICE OF ASSIGNMENT OF DEBT**

Dear [Guarantor Name],

This letter serves as formal notice that the debt owed by [Original Debtor/Borrower Name] under the [Loan Agreement/Contract Name] dated [Original Date], for which you act as Guarantor, has been assigned.

Effective as of [Assignment Date], [Original Creditor Name] (the "Assignor") has transferred and assigned all rights, title, and interest in the aforementioned debt, including the benefit of your personal guarantee, to [New Creditor Name] (the "Assignee").

**Details of the Debt:**

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

Please note the following:

- Your obligations as a Guarantor remain in full force and effect.
- All future payments and communications regarding this debt should now be directed to the Assignee at the address listed below.
- Any payments made to the Assignor after [Date] may result in a delay in updating the account status.

**New Creditor Payment Information:**

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

If you have any questions regarding this transfer, please contact [New Creditor Name] at [Phone Number] or [Email Address].

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Company Name of Assignor or Assignee]