

Date: [Insert Date]

To: [Insert Debtor Name]
[Insert Debtor Address]
[Insert City, State, Zip Code]

RE: NOTICE OF ASSIGNMENT OF DEBT

Account Number: [Insert Account Number]
Outstanding Balance: [Insert Amount]

Dear [Insert Debtor Name],

We are writing to formally notify you that the debt owed by you to **[Insert Assignor/Original Creditor Name]** ("the Assignor") has been absolutely assigned and transferred to **[Insert Assignee/New Creditor Name]** ("the Assignee") effective as of [Insert Effective Date].

In accordance with this assignment, all your rights and obligations under the original agreement remain in effect; however, the right to receive payment and enforce the debt now belongs solely to the Assignee.

Payment Instructions:

Please ensure that all future payments and correspondence regarding this debt are directed to the Assignee at the following address:

[Insert Assignee Name]
[Insert Assignee Payment Address]
[Insert Assignee Contact Phone/Email]

Any payments made to the Assignor after the date of this notice may not be credited toward your balance. Please update your records immediately to reflect this change.

If you have any questions regarding this transfer, please contact [Insert Contact Name] at [Insert Phone Number].

Sincerely,

For and on behalf of [Assignor Name]
(Original Creditor)

For and on behalf of [Assignee Name]
(New Creditor)