

DATE: [Insert Date]

TO:

[Name of Debtor/Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: NOTICE OF ASSIGNMENT OF DEBT

Dear [Name of Contact Person or Accounts Payable Department],

We are writing to formally notify you that [**Name of Original Creditor**] (the "Assignor") has assigned all rights, title, and interest in the outstanding debt owed by [**Name of Debtor Company**] to [**Name of New Creditor/Assignee**] (the "Assignee"), effective as of [Effective Date].

The details of the assigned debt are as follows:

- **Invoice Number(s):** [Insert Invoice Numbers]
- **Invoice Date(s):** [Insert Dates]
- **Total Amount Outstanding:** [Insert Currency and Amount]

As a result of this assignment, please be advised that:

1. All future payments regarding the aforementioned debt must be made directly to [**Name of New Creditor/Assignee**].
2. Payment should be made via the following instructions:
 - **Bank Name:** [Insert Bank Name]
 - **Account Name:** [Insert Account Name]
 - **Account Number:** [Insert Number]
 - **Routing/SWIFT Code:** [Insert Code]
3. Any payment made to the Assignor after the receipt of this notice will not discharge your liability for the debt.

Please update your accounts payable records accordingly. Should you have any questions regarding this transfer or the balance owed, please contact [Name of Contact] at [Phone Number/Email].

Yours sincerely,

[Authorized Signature]

[Name and Title]

[**Name of Assignor/Original Creditor**]

[Authorized Signature]

[Name and Title]

[Name of Assignee/New Creditor]