

Date: [Insert Date]

TO:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF ASSIGNMENT OF DEBT

Account Number: [Insert Original Account Number]

Original Creditor: [Insert Name of Original Creditor]

Outstanding Balance: \$[Insert Amount]

Dear [Debtor Name],

PLEASE TAKE NOTICE that the debt owed by you to [Original Creditor Name] has been absolutely assigned and transferred to [New Creditor/Collection Agency Name], effective as of [Date of Transfer].

From the date of this notice, [New Creditor/Collection Agency Name] is the legal owner of this debt. All future payments and communications regarding this account should be directed to the following address:

[New Creditor Name]

[Payment Address]

[City, State, Zip Code]

[Phone Number]

Any payments made to the original creditor after the date of this notice may result in a delay in updating your account balance. Please update your records accordingly to ensure all future payments are sent to the correct party.

If you have any questions regarding this assignment or the current balance of your account, please contact us immediately.

Sincerely,

[Name of Authorized Representative]

[Title]

[Company Name]