

Date: [Insert Date]

TO: [Debtor Name]
[Debtor Address]
[City, State, Zip Code]

RE: NOTICE OF ASSIGNMENT OF DEBT AND TRANSFER OF SERVICING

Account Number: [Insert Account Number]
Original Creditor: [Insert Original Creditor Name]
Current Balance: [Insert Amount]

Dear [Debtor Name],

Please be advised that effective [Effective Date], the debt owed by you in connection with the above-referenced account has been absolute assigned and transferred from [Name of Assignor/Old Creditor] to [Name of Assignee/New Creditor].

In connection with this assignment, the servicing of your account is also being transferred. This means that the right to collect payments and manage your account now belongs to [Name of New Servicer].

What this means for you:

- [Name of Assignor] will no longer accept payments on this account after [Stop Date].
- [Name of New Servicer] will begin managing your account and accepting payments starting [Start Date].
- All future correspondence and payments should be directed to the following address:

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

Please note that this transfer of servicing does not change any of the original terms or conditions of your debt agreement, other than the entity to which you remit payment.

If you have any questions regarding this transfer, please contact our customer service department at [Contact Phone Number].

Sincerely,

[Your Name/Company Representative]
[Title]
[Company Name]