

Date: [Insert Date]

To:

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: NOTICE OF ASSIGNMENT OF DEBT

Account Number: [Original Account Number]

Original Creditor: [Name of Original Creditor]

Current Balance Due: \$[Amount Owed]

Dear [Debtor Name],

Please be advised that the above-referenced debt, which is currently in default, has been formally assigned and transferred from **[Original Creditor Name]** to **[New Creditor/Collection Agency Name]**, effective as of [Effective Date].

All rights, title, and interest in this debt, including the right to collect the outstanding balance, now belong to **[New Creditor/Collection Agency Name]**. Consequently, the original creditor no longer has any authority regarding this account.

Instructions for Payment:

From this date forward, all payments and correspondence regarding this debt must be directed to:

[New Creditor/Collection Agency Name]

[Payment Address]

[City, State, Zip Code]

[Phone Number]

Please note that this letter serves as formal notice of the assignment. If you have any questions regarding the balance or wish to discuss payment arrangements, please contact us at the number provided above.

Sincerely,

[Your Name/Authorized Representative Name]

[Title]

[Company Name]