

[Original Creditor Name]  
[Street Address]  
[City, State, Zip Code]  
[Date]

[Debtor Name]  
[Debtor Street Address]  
[Debtor City, State, Zip Code]

**RE: Notice of Assignment of Debt**

Account Number: [Account Number]  
Amount Owed: \$[Amount]

Dear [Debtor Name],

Please be advised that your account with [Original Creditor Name] has been sold and assigned to [New Creditor/Debt Buyer Name], effective as of [Date of Assignment].

As of the date mentioned above, [New Creditor/Debt Buyer Name] is the legal owner of this debt. All future payments and communications regarding this account should be directed to them at the following address:

[New Creditor Name]  
[New Creditor Address]  
[New Creditor Phone Number]

Any payments made to [Original Creditor Name] after the effective date will be forwarded to the new owner, but may result in a delay in updating your account balance. Please update your records accordingly to ensure timely payments.

Sincerely,

[Authorized Signature]  
[Printed Name]  
[Title]  
[Original Creditor Name]