

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: NOTICE OF ASSIGNMENT TO COLLECTION AGENCY

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

Dear [Debtor Name],

This letter serves as formal notification that your past-due account with [Your Company Name] has been officially assigned to a third-party debt collection agency for recovery.

The details of the collection agency are as follows:

- **Agency Name:** [Collection Agency Name]
- **Address:** [Agency Address]
- **Phone Number:** [Agency Phone Number]

Effective immediately, please direct all future correspondence and payments regarding this debt to the agency listed above. We will no longer accept direct payments for this account.

Failure to resolve this balance with the collection agency may result in further actions, including reports to credit bureaus, which could negatively impact your credit rating.

If you believe this assignment was made in error or if you have already paid this balance in full, please contact the collection agency immediately to provide proof of payment.

Sincerely,

[Your Name/Department Name]
[Your Title]
[Your Company Name]