

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

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

RE: NOTICE OF ACCOUNT TRANSFER

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

Dear [Debtor Name],

This letter is to formally notify you that your account with [Your Company Name] has been transferred and assigned to the following successor agency for collection and management:

Successor Agency Name: [Agency Name]
Address: [Agency Address]
Phone Number: [Agency Phone Number]
Contact Person/Department: [Contact Name/Dept]

Effective [Date of Transfer], all future payments and inquiries regarding this balance should be directed to [Agency Name]. [Your Company Name] will no longer accept payments for this account.

If you have already sent a payment to our office within the last [Number] days, please disregard this notice or contact [Agency Name] to ensure the credit has been applied to your file.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]