

[Current Date]

[Debtor Name]

[Debtor Address]

[City, State, Zip Code]

RE: Notice of Assignment and Account Closure

Original Creditor: [Name of Original Creditor]

Account Number: [Original Account Number]

Outstanding Balance: \$[Amount]

Dear [Debtor Name],

Please be advised that [Selling Entity Name] has formally sold, assigned, and transferred all rights, title, and interest in the above-referenced account to [Purchasing Entity Name], effective as of [Transfer Date].

As a result of this assignment, [Selling Entity Name] has closed this account on its internal systems. We no longer own the debt and are no longer authorized to accept payments or negotiate settlements regarding this balance.

Following this transfer, all future communications, inquiries, and payments regarding this account should be directed to the new owner at the following address:

[Purchasing Entity Name]

[Purchaser Address]

[Purchaser Phone Number]

[Purchaser Website/Email]

Please note that this assignment does not change the terms and conditions of your original agreement, other than the identity of the party to whom the debt is owed.

Sincerely,

[Sender Name/Authorized Representative]

[Selling Entity Name]

[Contact Phone Number]