

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

RE: Notice of Assignment and Transfer of Account

Account Number: [Account Number]

Dear [Customer Name],

Please be advised that as of [Date of Sale], [Current Creditor Name] has sold, assigned, and transferred all rights, title, and interest in your delinquent account to [New Owner/Debt Buyer Name].

What this means for you:

- [Current Creditor Name] no longer owns your debt and is no longer authorized to accept payments.
- Your outstanding balance of \$[Balance Amount] is now owed to [New Owner/Debt Buyer Name].
- All future payments and communications regarding this account must be directed to the new owner.

New Owner Contact Information:

[New Owner Name]

[New Owner Address]

[New Owner Phone Number]

[New Owner Website]

If you have already made a payment to [Current Creditor Name] within the last [Number] days, please contact us immediately to ensure the credit is properly applied and reported to the new owner.

Sincerely,

[Sender Name/Department]

[Current Creditor Name]

[Phone Number]